



# Longview Independent School District

## JOB DESCRIPTION

### SCHOOL TO WORK/CAREER PATH ADVISOR

<b>JOB TITLE:</b>	School to Work/Career Path Advisor	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	High School	<b>PAY GRADE:</b>	Professional 1

---

#### PRIMARY PURPOSE:

Plan, implement and evaluate a comprehensive internship program for high school students to secure employment after school; provide a proactive developmental guidance program to encourage all students to maximize personal growth and development for employment; assist grade level principal in maintaining a smooth running daily routine once internships have been secured

#### QUALIFICATIONS:

##### Education/Certification:

Bachelor's degree from an accredited college or university, preferred

##### Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills  
Ability to coordinate scholarship programs and high school activities

##### Experience:

Two years experience working with students in an advising capacity

#### MAJOR RESPONSIBILITIES AND DUTIES:

##### School/Organizational Climate

1. Provide direction to individuals and groups of students to develop education plans and career awareness for securing employment opportunities after school
2. Consult parents, teachers, administrators and other appropriate individuals to enhance their work with students regarding internships
3. Work with school personnel and school district residents to obtain resources for students



# Longview Independent School District

## JOB DESCRIPTION

## SCHOOL TO WORK/CAREER PATH ADVISOR

### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### School/Organizational Climate (continued)

4. Compile, maintain and file all required physical and computerized reports, records and other documents as required
5. Implement internships and school to work programs to students and parents
6. Assist Counselors students' grades 9-12 in scheduling activities for internship
7. Provide businesses and organizations with information regarding work internships for students in grades 9-12
8. Provide individual and small group assistance as needed
9. Create school to work and internship materials and handbooks
10. Publicize school to work internship information through various media
11. Coordinate internship services with business and organization regarding program requirements
12. Provide career and vocational speaker program for grades 9-12

#### School/Organizational Improvement

13. Help principal develop, maintain, and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
14. Create calendar for students with work and internship opportunities for high school students in grades 9-12

#### Administration and Fiscal/Facilities Management:

15. Comply with federal and state laws, State Board of Education rule, and board policies

#### Student Management:

16. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable



# Longview Independent School District

## JOB DESCRIPTION

## SCHOOL TO WORK/CAREER PATH ADVISOR

### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### Professional Growth and Development:

17. Participate in professional development to improve skills related to job assignment

#### School/Community Relations:

18. Model behavior that is professional, ethical and responsible
19. Articulate the school's mission to community and solicit its support in realizing mission
20. Demonstrate awareness of school-community needs and initiate activities to meet those needs
21. Use appropriate and effective techniques to encourage community and parent involvement

#### Other:

22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

None

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



# Longview Independent School District

## JOB DESCRIPTION

## SCHOOL TO WORK/CAREER PATH ADVISOR

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: Aug., 2020