



The School District of Osceola County, Florida

POSITION DESCRIPTION

TITLE: District College Specialist

QUALIFICATIONS:

1. A Bachelor's Degree or higher with certification in Guidance and Counseling.
2. A minimum of three years successful guidance experience.

REPORTS TO: Coordinator of Guidance Services – K - Adult

POSITION GOAL: Assisting and educating students and parents about the college application process, developing relationships with colleges and universities, and creation and submission of school materials in support of college applications.

PERFORMANCE RESPONSIBILITIES:

1. Develop a guide or checklist for students by grade level (9-12) of what to do each year to prepare for college.
2. Prepare classroom lessons for each grade level to share the importance of that year for college admissions.
3. Develop parent nights (Fall-College Night, Winter-Financial Aid, Spring-Preparing eleventh graders for their senior year).
4. Create a calendar of activities and deadlines month by month.
5. Develop an atmosphere at all high schools that highlights a competitive postsecondary culture.
6. Identify online resources and college search engines to help students select the right college.
7. Share admissions criteria and processes used by top-ranked colleges and universities to use in counseling with students and parents.
8. Develop strategies to help students prepare for writing college admissions essays and achieving success in an admissions interview.
9. Identify resources and processes to assist students in earning scholarship dollars.
10. Develop communication plan for students and parents that includes an updated school website, FACTS.org, and Prep Headquarters (PrepHQ), in order to improve information exchange regarding college admissions and scholarship applications.
11. Share best practices and current available resources.
12. Provide updates and review effective strategies for facilitating the college admission process.
13. Identify juniors for targeted assistance with the college/university search process.
14. Develop and implement strategies to help students improve college entrance exam scores.
15. Identify strategies to help students review college admission essays and rehearse for college interviews.
16. Conduct small group meetings at the schools for interested students.
17. Host information sessions at schools for students and parents interested in pursuing admission to top-ranked colleges and universities.
18. Hold follow-up meetings with small groups of students at each of the high schools interested in applying to top-ranked colleges and universities to discuss admission criteria, application procedures, financial aid opportunities, and other introductory support (students would be screened by their school college counselor contact).
19. Establish "virtual counseling" website to interact with interested students regularly throughout the college application process.



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20. Provide follow-up meetings at the school sites or at central locations as needed to assist students with essays, interview preparation, and other application steps.
21. Perform other duties as assigned by supervisor.

TERM OF EMPLOYMENT: Ten (10) months – Teacher Salary Schedule

EVALUATION: Performance in this position will be evaluated by the Coordinator of Guidance Services.