

DEAN OF CAREER AND COLLEGE SUCCESS

Job Title:	Dean of Career and College Success
Initial:	August 8, 2019
Revised:	
Work Year:	Teacher Calendar plus days as determined by the administration
Office:	Education
Department:	Assigned School
Reports To:	Building Administrator
FLSA Status:	Exempt
Pay Range:	Licensed Salary Schedule + 5%

Related Organization Chart



POSITION SUMMARY: As the leader of career and college success, the Dean of Career and College Success is first and foremost responsible for using the student’s pathway and ICAP to assist and support that student in the transition from high school to career or college. Involved in scholarship applications, FAFSA applications, college visits, career and college fairs, and career and college visits to our campus.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Assure all students achieve the desired transition from high school to career or college.
- Understand and use ICAP’s to guide planning.
- Connect students with college or career representatives.
- Promote community involvement with informational nights that include, but are not limited to FAFSA completion, Scholarship application, Military enlistment processes, and Career Certifications.
- Collaborate with departments to develop new classes to meet the needs of our students.
- Coordinate NCAA class approval.
- Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- This position does not directly supervise any other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor's and or Master's Degree

Experience:

- Successful experience working with diverse career interests.
- Knowledge of ICAP.

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, or feel. The employee frequently is required to talk or hear. The employee must occasionally lift and/or move up to 25 pounds. There are no special vision abilities required for this job.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.