

CHOICE & SUCCESS ADVISOR

Job Title:	Choice & Success Advisor
Initial:	July 8, 2021
Revised:	June 20, 2022
Work Year:	Extended School Year
Office:	Education
Department:	Assigned School
Reports To:	Building Administrator
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 2

Related Organization Chart



POSITION SUMMARY: The purpose of the Choice & Success Advisor is to address the decrease in student engagement due to the COVID pandemic and to increase Counselor capacity for social-emotional and mental health support. The Choice & Success Advisor directly supports middle school or high school students with ICAP advising (Pathway Planning), career exploration, and career-connected learning through Work-based Learning.

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.

- Under the direction of the Choice & Success Program Manager and in coordination with building counseling, the Choice & Success Advisor provides direct, one-on-one student support for ICAP (Pathway Planning) and Work-based Learning to include:
 - YouScience career interest/aptitude instrument planning, implementation, results interpretation and discussions for students and parents
 - Advising aligned with CDE ICAP quality indicators (Self-Awareness, Career Awareness, Postsecondary Aspirations & Options, Environmental Expectations, Academic Planning, Employability Skills, Personal Financial Literacy)
 - Digital portfolio development
 - Individualized, career-connected pathway plan development
 - Career exploration events such as hands-on career workshops, career fairs, and other informational events
 - Work-based Learning opportunities through Pikes Peak Business & Education Alliance (PPBEA) such as business/industry site visits, informational interviews with business/industry leaders, job shadows, industry-sponsored projects, mentorships, internal/external internships, pre-apprenticeships, and apprenticeships; Professionalism 101

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.

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- D49 program overviews and career pathway plans of study (course sequences, industry certifications, and concurrent enrollment options, including PPCC Career Start and TREP)
 - College-preparatory guidance in selecting appropriate courses and resources about standardized testing, scholarships, college fairs, essays, FAFSA, and college admissions.
 - Coordinates and schedules local site visits and transportation for students with business and industry partners
 - Monitors and reports progress for assigned students to Choice & Success Program Manager and building leadership.
 - Follows up with students participating in WBL opportunities for student feedback and program improvement.
 - Assists counselors with student schedules and enrollment.
 - Plans, supports and/or leads informative meetings with parents, students, and staff.
 - Assists with distribution of messaging for families.
 - Develops positive and constructive relationships with students, parents, teachers, and staff.
 - Coordinates with counseling in planning and scheduling student and parent activities.
 - Performs all other duties as assigned.

Supervision & Technical Responsibilities: No supervisory responsibilities.

Budget Responsibility: No budget responsibility.

QUALIFICATIONS

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

Education & Training:

- Bachelor's degree required.
- Education, coaching, or advising experience preferred; completed coursework in career counseling, career development, or higher education will be considered in lieu of work experience.

Knowledge Skills & Abilities:

- Ability to maintain positive and effective working relationships with counselors, staff, students, and parents.
- Ability to connect with and inspire students in pursuit of their individual goals for the future.
- Organizational detail, problem solving skills, research skills.
- Knowledge of Colorado ICAP framework.
- Caring attitude toward students, families, and colleagues.
- Commitment to collaborative decision making.
- Excellent interpersonal skills.
- Effective written and oral communication skills.
- Ability to effectively plan and implement a variety of student activities, events, and opportunities.
- Proficiency with technology and social media platforms.

Certificates, Licenses, & Registrations:

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

OTHER WORK FACTORS

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.

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: Physically able to move quickly in response to safety issues and student/teacher concerns/needs. Constant use of eyes and hands. Frequent use of verbal communications. Activities involve some bending, lifting, and carrying of objects.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment, and with strategic partners within the community.

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