

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

STRATEGIST, PSI High College and Career Programming

QUALIFICATIONS

- Bachelor's Degree required, graduate degree preferred.
- Prior successful experience in college counseling or post-secondary admissions preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of postsecondary educational and training options, availability of financial aid and scholarship programs, and college admissions requirements and procedures.
- Skill in professional spoken and written collaboration.
- Skill in problem solving, human interaction, and conflict management.
- Skill in computer applications including Microsoft Office suite, applications for publication/web design, and/or project management software.
- Ability to work with students and families from diverse backgrounds.
- Ability to communicate effectively with internal and external stakeholders in a variety of mediums.
- Ability to work effectively with industry professionals, students, and classroom teachers.
- Ability to provide career planning and mentoring services to students.
- Ability to analyze, interpret, and make recommendations using student and collegiate data.

SUPERVISION

REPORTS TO Coordinator, PSI High
SUPERVISES Assigned Instructional Personnel as appropriate and Educational Support Personnel

POSITION GOAL

To enhance the student experience at PSI High by developing and implementing an effective college and career program that includes a highly individualized plan for each student and family, and to develop a school-wide strategy to maximize college admission opportunities for students.

PERFORMANCE RESPONSIBILITIES

1. *Build and sustain a school-wide culture of college readiness.
2. *Develop and maintain relationships with colleges.
3. *Design in-school and after-school programming for students and families.
4. *Develop an individualized college search and application plan for each student and family.
5. *Support graduates during the summer after high school to minimize summer melt.
6. *Support graduates who are currently in college with periodic personal check-ins, mentoring, and social networking for the purpose of continuous improvement of the PSI High program.
7. *Develop and implement training for instructional faculty on college and career readiness.
8. *Support scholarship search, application, and award processes for students.
9. *Assist in coordinating a portfolio-based approach to capturing student learning from grades 9-12.
10. *Promote the usage of students' graduation portfolios for college admission.
11. *Coordinate school site testing processes for college-based exams (e.g. PSAT, SAT, and ACT).
12. *Develop and implement a marketing and communication strategy to enhance awareness of PSI High within the Florida University System and at highly selective colleges and universities.
13. *Maintain external relationships to bring college and career services or opportunities to the school (e.g. prep courses, guest speakers).
14. *Track and report key student performance indicators to school leadership on a monthly basis.
15. *Support and facilitate dual-enrollment opportunities with local colleges.

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- 16. *Develop a student alumni network.
 - 17. Perform other duties as assigned by the PSI High Coordinator and/or Executive Director of ePathways.
- *Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE AO-10-F \$65,527 - \$100,516 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935	POSITION CODES PeopleSoft Position TBD Personnel Category 05 EEO-5 Line 03 Function Varies Job Code 12 mo. 1367 Job Code 11 mo. 1368 Survey Code 61221	FLSA <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not applicable ADA Information Provided by Jason Wysong Position Description Prepared by Jason Wysong	BOARD APPROVED July 23, 2019 Previous Board Approval
PAY GRADE AO-02-F \$56,135 - \$86,099 District Salary Schedule Months 11 Annual Days 221 Weekly Hours 37.5 Annual Hours 1657.50			

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.