

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** College and Career Advisor (rootEd)

**Terms of Employment:** 9 month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Principal

**Brief Description of Position:**

The College and Career Advisor is embedded in school districts to proactively help high school students through each step of career exploration and postsecondary attainment. Performance will be evaluated by monthly tracking of key metrics related to student and program performance. Partnering with high school counselors, this position works with students in developing and expanding Individual Career and Academic Plans ('CAP), supporting students to enroll in college (college fit discussion, applications, and orientation), to earn a workplace credential, to enlist in the armed services, to complete the FAFSA, and more.

**Required Qualifications:**

- Bachelor's degree from a regionally accredited institution of higher learning.
- Exceptional relational skills with a variety of diverse people.
- Experience in education, social work, counseling, case-management, advising, or related experience.
- Strong organizational and time management skills.
- Proficiency with a variety of computer operations, and the ability to learn and adapt to new software and tracking tools.
- Ability to communicate clearly and effectively via email, phone, video chat, text messaging, and public speaking.
- Availability to travel to high school and community events as needed.
- Ability to work well with others.
- Strong oral and written communication skills.
- Ability to use information technology for professional productivity (such as Microsoft Office Suite).

**Essential Duties and Responsibilities:**

- Meet one-on one with each high school senior, multiple times per semester to help each student develop and succeed in their postsecondary plans.
- Build relationships with all high school students through regular meetings to help them with decisions related to postsecondary planning.
- Monitor and document the progress of high school students related to key performance data metrics.
- Refine and expand Individual Career and Academic Plans (ICAP) for all high school students that align with coursework and activities that help achieve personal career goals, postsecondary planning, and individual pathway options.
- Ensure that all seniors progress through each stage of the financial aid process, from FAFSA completion through verification.

- Understand and navigate high school students through each step of the college application process, including housing applications, scholarship applications, and completing each step of college orientation.
- Develop case-management strategies to increase postsecondary application, FAFSA completion, and postsecondary planning and attainment for partner district high school students.
- Connect high school students to needed internal and external resources to aid their success and goal attainment.
- Work closely with high school counselors to ensure a smooth transition to postsecondary success for high school students.
- Exhibit exemplary attendance and punctuality.
- Comply with district policies and procedures.
- Perform other duties as assigned, including attending school-sponsored functions, serving on committees, and attending community events.

**Physical Demands and Working environment:** (The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions. Requires extended periods of time viewing computer monitor or standing; may require adjustment of schedule to include some evening and/or weekends; may encounter occasional exposure to inclement weather during travel.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Human Resource Coordinator

Revised: November 29, 2021