



## Job Description

**Job Title:** College & Career Specialist  
**Position Code:**  
**Job Classification:** Exempt

**Supervisor:** School Counseling Director  
**Pay Grade:** 29  
**Contract Length:** 202 Days

### **Job Summary**

The position is responsible for coordinating the college readiness program and supporting the work of the school counselor by meeting with students and parents individually and in groups to assist with career planning and the college entry process including scholarships and the financial aid process. College and Career Specialist will work with all grade levels 9-12 and facilitate family workshops and college/career fair during fall and spring.

### **Essential Duties**

1. Construct grade level survey to collect data necessary to assist students in developing postsecondary strategies.
2. Plan and coordinate ASVAB testing; develop list of potential testers with assistance from counselors; advertise testing; arrange for location and proctors; schedule students and provide information on preparing for ASVAB; assist test proctor and supervise students during testing; and provide for test result interpretation.
3. Deliver classroom presentations to all grade levels on college readiness using Naviance Platform to include working with teachers
4. Assist with the College Application Week (CAW) district planning committee along with School Counseling Director.
5. Participate school counselors in all college and career evening programs.
6. Solicit and secure students for special programs (i.e. volunteers, various leadership opportunities, and other local or out of area programs).
7. Work with the nomination committees to provide nomination information; coordinate nominations for scholarships and special programs, and contact other related areas for recommendations.
8. Work with potential college athletes, assist with NCAA registration, NAIA, and assist students interested in pursuing college athletics.
9. Plan and implement an assembly for our uncommitted seniors in March or April to assist in finding appropriate post-secondary direction and/or coordinate students for off-site uncommitted programs.
10. Serve as a member of Planning Committee for end of the year Awards Program. Coordinate scholarship portion including solicitation of presenters.
11. Serve as a member of the Graduation planning team.
12. Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers and other materials to publicize career center services, resources and speaker programs
13. Provide career and college entrance information and assistance to students, teachers, parents and counselors: coordinate day-to-day operations and schedule activities, programs and speakers.
14. Contact, schedule and arrange guest speakers from the local business community, colleges and military services to present information regarding specific careers.
15. Organize and post monthly scholarship opportunities on school websites.
16. Assist students with all features and assessments in Naviance.
17. Organize, maintain and operate the school career center with scheduled tours for all students.
18. Obtain, organize, file and display college and career materials; maintain displays and bulletin boards.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

A Bachelor's in education or a related field. Must possess the ability to communicate effectively, both orally and in writing. Must possess excellent organizational, planning, and human relations skills. Must have the ability to establish and maintain effective working relationships with students, adults and other professional staff. A vast knowledge of computer skills including college, career, and scholarship searches is essential.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment.

**Supervision Exercised:** None

**Supervision Received:** School Counseling Director

*This job description in no way states or implies that these are the only duties to be performed by this employee. A College & Career Specialist will be required to follow any other instructions and to perform any other related duties as approved by the Principal/ School Counseling Director. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 08/2025