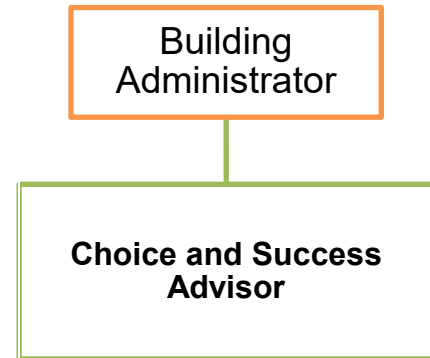


CHOICE & SUCCESS ADVISOR

Job Title:	Choice & Success Advisor
Initial:	July 8, 2021
Revised:	May 28, 2024
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 Choice & Success Advisor directly supports middle school or high school students with ICAP advising (Pathway Planning), career exploration, career-connected learning through Work-based Learning and Career and Technical Education developed activities.

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 administration, the Choice & Success Advisor provides direct, one-on-one student support for ICAP (Pathway Planning) and Work-based Learning to include:
 - Administer 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 and supporting students with career and college applications)
 - Work-based Learning opportunities 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.
 - Digital portfolio development
 - Help students develop individualized, career-connected pathway plans.
 - Organize, coordinate, and/or host career exploration events such as hands-on career workshops, draft days, career and technical education events and activities, and other informational events.

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.
 - Coordinates and schedules local site visits and transportation for students with business and industry partners.
 - Monitors and reports progress for assigned students to the Choice & Success Program Manager and building leadership.
 - Supervises students participating in WBL opportunities for student evaluation 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.
 - Coordinate with Career and Technical Education industry partners to create Work Based Learning opportunities and data reporting.
 - Fulfill the duties of an essential staff member at the designated school, actively participating in all essential school activities expected of staff.
 - Performs all other duties as assigned.

Supervision & Technical Responsibilities: This position has no supervisory responsibilities.

Budget Responsibility: This position has 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:

- Associate's degree required; Bachelor's degree preferred.
- Education, coaching, or advising experience preferred; completed coursework in career counseling, career development, or higher education will be considered in lieu of work experience.
- Possess or be eligible to obtain a Colorado Department of Education Secondary CTE Work-Based Learning Coordinator Credential.

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.

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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- Valid Colorado driver's license required for hire.
 - Ability to earn Secondary Career and Technical Education Work-Based Learning Coordinator Credential.
 - Ability to earn CPR certification.

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: Able to move quickly in response to safety issues and student/staff concerns and 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.