



PORTLAND PUBLIC SCHOOLS

Human Resources

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## High School College Coordinator

### BASIC FUNCTION

The High School College Coordinator is responsible for a broad range of year-round college-related school and community activities, focusing on underrepresented communities to provide resources that enable students to make informed decisions about their postsecondary options. They will provide and be the connector for the school site with available postsecondary training options including, but not

- x Collaborates with staff to facilitate and coordinate schoolwide FAFSA completion plan, including financial aid informational evening events and FAFSA completion goals, and identifies individual students for additional support as needed.
- x Based on collaboration/referrals with counselors provide individual and group support completing college, scholarship and financial aid applications
- x Coordinate campus college visits for historically underrepresented students including Black/African American, Latinx, Native American and Pacific Islander, Special Education, ESL, low income, and first generation college students and families during the school year and in the summer.
- x Oversee the operations of the school site College and Career Center in collaboration with the Career Coordinator. Provide CCG supports for drop in students, families, school staff, partners and others.
- x Supervise College Access Mentors (CAMs).
- x Implement and monitor ASPIRE Mentor program by identifying historically underrepresented students and connecting them to volunteer mentors.
- x Develop and implement a summer program to engage historically underrepresented students to prepare and/or begin postsecondary plans, e.g. college visits/tours, advanced course prep, test prep, applications/essays, etc.
- x Identify students accepted into college at risk of not enrolling in the fall and implement research based programs to address summer melt, e.g. high school to postsecondary transition to PCC and/or other postsecondary institutions.
- x Collaborate with school counselors, career coordinators and partners to provide information to assist students, parents and the community to investigate and access college and career information through a variety of resources.
- x Work with the career coordinator to lead, plan and coordinate yearly informational college and career information night(s) for Juniors and Seniors.
- x Assist in implementing the school based scholarship committee.
- x Collaborate with staff to lead, plan and coordinate College Application Week.
- x Collaborate with school staff on how to leverage PSAT/SAT/ACT results.
- x Market scholarship applications to students and staff. Facilitate and assist students and train other school staff on how to complete scholarship research and applications.
- x Provide information, update resources and introduce students to local colleges and postsecondary educational options and maintain the annual school profile sent to colleges.
- x Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Education Equity Policy. Participate in staff development, in services and trainings related to diversity, equity and inclusion in the workplace and in K-12 education; model appropriate behaviors; develop, recommend and implement improvements to educational practices with awareness and understanding of their impact in a racially and culturally diverse community.

x Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and