



College and Career Readiness Specialist

Classified Position – Vernonia School District (or Oregon K–12 Public Schools)

Position Summary

The College and Career Readiness Specialist provides support services that prepare students for postsecondary education, training, careers, and successful transitions after high school. This position assists with career exploration, academic planning, student monitoring, graduation tracking, industry partnerships, and coordination of career-connected learning opportunities. It also provides targeted support for students at risk of disengagement or dropping out, including mentoring, re-engagement, and post-graduation planning.

Job Responsibilities

- Collaborate with school staff to identify and support students at risk of disengagement or not meeting graduation requirements.
- Assess students' academic abilities and develop individualized academic and vocational **Student Action Plans**, and support student senior project development.
- Provide ongoing mentoring, check-ins, and follow-up support.
- Re-engage students who have stopped attending school and support their academic re-entry.
- Build positive, professional relationships that encourage school engagement.
- Connect students with school and community support services.
- Assist with college and career exploration, financial aid (FAFSA), scholarships, résumés, interview skills, and job readiness.
- Coordinate **Career Related Learning Experiences (CRLEs)**, job shadowing, school-to-work opportunities, and postsecondary planning activities.
- Conduct systematic progress checks and assist administrators in monitoring student academic progress.
- Collect, track, and report program data and student progress on a regular basis.
- Participate in required meetings and training seminars.
- Provide scholarship and post-graduation support.
- Maintain a welcoming environment in the College and Career Center and ensure accessible resources for students.
- Collaborate with counselors, administrators, and staff to identify and support students needing additional assistance.

VERNONIA SCHOOL DISTRICT 47J

www.vernonia.k12.or.us



- Maintain confidentiality and comply with all district, state, and federal regulations.
- Perform other duties as assigned.

Required Qualifications

- High school diploma or equivalent.
- Experience supporting youth or working in education, workforce development, counseling, or related fields.
- Strong communication, organizational, and interpersonal skills.
- Ability to work effectively with students from diverse backgrounds.
- Proficiency with computers and data systems.

Preferred Qualifications

- Associate's degree or higher.
- Experience working in K–12 schools, college admissions, advising, or career technical education (CTE).
- Knowledge of Oregon graduation requirements and postsecondary pathways.

Work Environment

- School setting with frequent student interaction.
- Occasional evening or weekend hours for events.

Reports To

- Building Administrator or Director of Student Services.

Employment Terms

- Classified position.
- Hours, schedule, and salary per district guidelines and collective bargaining agreement.