



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA JOB DESCRIPTION

POSITION TITLE: Broward Advisor for Continuing Education (BRACE) Advisor
JOB CODE: OO-020
CLASSIFICATION: Non-Exempt
PAY GRADE: Level 1 – Program Assistant – Associates Degree
Level 2 – Program Assistant – Bachelor's Degree
BARGAINING UNIT: BTU-ESP
REPORTS TO: Principal or designee
CONTRACT YEAR: Nine Months

POSITION GOAL:

Provide every high school student with the opportunity to explore and plan specific postsecondary options; annually retain documentation of final plans and actual scholarships awarded. Provide orientation programs to secondary level students to communicate the services available through the BRACE Advisor.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Broward Advisor for Continuing Education (BRACE) Advisor shall carry out the performance responsibilities listed below.

- Work cooperatively with guidance staff to provide all students with:
 - Postsecondary continuing education selection information.
 - Assistance in the completion of specific test applications leading to postsecondary options (including vocational and technical school information).
 - Admissions test information/registration: PSAT, SAT, ACT, ASVAB, various vocational entry tests.
 - Information regarding job applications and/or resumes.
 - General information regarding scholarships, grants, financial aid, and the applications for each.
 - Assistance in how, when, and the additional documentation required to complete the financial aid forms.
 - Requested transcripts necessary for application process.
- Refer to the counselor any student in need of professional assistance in all areas other than those listed in 1.
- Schedule and coordinate postsecondary recruiting for representatives visiting the high school campus.
- Plan informational meetings for parents and students such as College Night or Career Day/Night.
- Attend continuing in-service training programs provided by the District guidance Office and, at the principal's discretion, be invited to attend; related in-service specifically directed toward achieving stated goals of BRACE.
- Maintain documentation of successful placement of students graduating in the previous year to a postsecondary continuing education choice.
- Annually record the dollar value of all scholarships awarded and used by graduating students which will provide relevant data on placement of high school graduates awarded financial assistance and a common standard to monitor one aspect of BRACE program success.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associates degree from an accredited institution or at least 60 semester hours of earned college credit from an accredited institution.
- Three (3) years of progressively more responsible successful work experience where the individual has had to learn a variety of job procedures.

- OR
- An earned bachelor's degree from an accredited institution; major in Education or related field preferred.
- One (1) year of work experience where the individual has had to learn a variety of job procedures.
- The ability to communicate complex information, individually and in groups, to people from a wide variety of age, education, and ethnic backgrounds.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Working knowledge of postsecondary educational and training options, availability of financial aid and scholarship programs, high school guidance services and programs, and college admissions requirements/procedures.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

On a daily basis, works with students, parents, principals, college placement officers, and guidance counselors ensure that each student exits high school with an action plan to follow for academic success following graduation.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approved: 8/6/87 &

Adopted: 8/20/87

Revised: 1/16/90 &

Adopted: 2/6/90

Revised: 3/24/09