

PLEASE POST

VB – 2023-2024

July 7, 2023

**HARLAN COUNTY SCHOOLS  
AN EQUAL OPPORTUNITY EMPLOYER**

**V A C A N C Y   B U L L E T I N**

**POSITION:** College and Career Navigators (GEAR UP) (Up to 185 days per year)  
*SIX (6) POSITIONS*

**LOCATION:** \*\*Assigned to multiple schools with placement changes possible annually\*\*

**LENGTH OF EMPLOYMENT:** 2023-2024 School Year

**SALARY RANGE:** 2023-2024 Salary Schedule

**CERTIFICATION/QUALIFICATIONS:** Required Certificates/Minimum Bachelor's Degree and alternatives to the qualifications as the Superintendent may find appropriate and acceptable.

**JOB DESCRIPTION (Condensed):**

Organize and sponsor school clubs; conduct college tours; arrange for job shadowing and mentoring opportunities and provide out of school-time learning experiences including overnight and weekend activities around leadership, college access and awareness; Engage with parents and promote financial understanding and literacy of college costs and the responsibilities to both the student and family; meet with students and families, individually and collectively, to develop a plan for post-secondary success; work with families and students for as long, and as intensively, as needed to assist each student in becoming college and career ready, and selecting and adjusting to post-secondary education or training programs; monitor individual student data using an early warning system to ensure interventions occur soon as signs of concern arise; perform related duties as assigned by the Superintendent or Financial Officer.

**EFFECTIVE EMPLOYMENT DATE:** After Deadline

**APPLICATION DEADLINE:** July 21, 2023

**NON-DISCRIMINATION POLICY:** The Harlan County School District practices non-discrimination in employment. Harlan County School District complies with Title IX, Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990. The school district does not discriminate on the basis of race, color, age, national origin, religion, creed or marital status, in the education programs or activities it operates. The Harlan County Public Schools will seek minorities in the areas of under utilization.

**TO APPLY:** SUBMIT A WRITTEN LETTER STATING EXACT POSITION(S) APPLYING ALONG WITH A COMPLETED APPLICATION. APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF SUPERINTENDENT BRENT ROARK NO LATER THAN 3:30 P.M. ON THE DEADLINE DATE. INTERESTED PERSONS MAY VISIT THE PERSONNEL OFFICE OF THE HARLAN COUNTY BOARD OF EDUCATION FOR AN APPLICATION, JOB DESCRIPTION AND NEEDED QUALIFICATIONS.

**SEND TO:** BRENT ROARK, SUPERINTENDENT, HARLAN COUNTY SCHOOLS, 251 BALL PARK ROAD, HARLAN, KENTUCKY 40831.