



## **2018-2019 Member Service Assignment Description**

### **Short Description of Your Organization and Your Mission:**

#### Mingus Union High School Counseling Department Vision Statement:

The Mingus Union High School Counseling Department works together under one vision to empower ALL students to realize their potential by using a developmental program that supports academic, personal/social, and college/career goals. Students from Mingus Union High School will become healthy, responsible, and productive members of their community who respect themselves and others.

#### Mingus Union High School Counseling Department:

In alignment with the District/School Mission and ASCA Standards, our program is designed to cultivate an environment where each individual student feels hopeful, safe, capable and valued. In partnership with families, faculty, staff and community members, counselors strive to ensure that ALL students develop knowledge, attitudes and behaviors that support their success and continued growth.

### **Position Title:**

College and Career Specialist

### **Position Type (slot):**

Full Time

### **Reports To (Mentor Name and Title):**

Gretchen Wesbrock, Director of Student Support Services

### **Location:**

Mingus Union High School – Cottonwood, Arizona

### **Primary Function / Purpose:**

Provide Mingus Union High School students and parents with the educational pathways to enrollment in postsecondary education. Increase college-readiness for high school graduates.

### **Major Responsibilities and Duties:**

- Plan events related to college applications and FAFSA completion
- Provide information on FAFSA required materials and deadlines
- Assist with scholarship searches and application completion/deadline awareness
- Provide education on student loan best practices
- Identify at-risk and marginalized populations to provide additional assistance with post-secondary planning
- Work with student regarding career assessment and planning

### **Member Benefits:**

- Living Stipend; Educational award/ Loan Forbearance
- Professional Development
- *Full Time Members are Eligible for health coverage & day care as applicable*

**Qualifications:**

## Required:

- Minimum of a 2 year Associates Degree or comparable post-secondary education

## Preferred:

- Experience working in a high school environment
- Experience working with teenagers and their parents/guardians
- Knowledge of college-going processes and timelines

**Training / Development Opportunities:**

On-going professional development opportunities will be provided

**Work Environment:**Community & District:

Mingus Union High School is located in the Verde Valley of Yavapai County, Arizona, approximately 100 miles north of Phoenix. Mingus serves the communities of Cottonwood, Cornville, Clarkdale, Jerome and Rimrock. Mingus Union High School is the only school in the Mingus Union High School District #4 and has an enrollment of approximately 1200 students in grades 9-12. There is a steady flow of tourism in this area with many families working in the service industry. Median household income for this area is \$32,000.00 and 48% of students in the district qualify for free/reduced lunch.

Curriculum & Academics:

Mingus Union High School is accredited by the North Central Association of High Schools & Colleges and the Arizona State Board of Education. Mingus Union High School is a four-year, comprehensive secondary school offering Advanced Placement, Dual Enrollment, Career /Technical Education and college preparatory courses. Classes run year long and are organized into six 60 minute periods per day. Every Wednesday is an early release to accommodate teacher professional development. Half (.5) credits are awarded at the end of each 18 week term (semester). Mingus utilizes the Carnegie Unit System.

The following AP courses are offered: Art History, Biology, Calculus AB, Chemistry, Language & Composition, Literature & Composition, Psychology, Studio Art, US History, and World History.

Advanced Placement Results:

In May 2018 93 students took AP Exams

A total of 109 exams were taken in 8 different subject areas

56% of the exams received a 3 or higher.

Career and Technical Education:

Mingus Union High School works in partnership with the Valley Academy for Career and Technology Education to offer courses within the following fields: Agriscience, Automotive Technology, Business Operations, Construction Technology, Culinary Arts, Digital Filmmaking, Drafting/Design Technology, Education Professions, Fire Science, Health Services, Medical Assistance, Nursing Services, Technical Theatre and Welding Technology.

**\*\*\*\*FOR EGRANTS POST\*\*\*\***

The AmeriCorps Member will plan events related to college applications and FAFSA completion for students and parents, research and provide information on FAFSA required materials and deadlines, assist students with scholarship searches and application completion/deadline awareness, provide education on student loan best practices, identify at-risk and marginalized populations to provide additional assistance with post-secondary planning, and work with students regarding career assessment and planning.