

**BLACKFOOT SCHOOL DISTRICT NO. 55**  
**270 East Bridge Street**  
**Blackfoot, ID 83221**  
**In Compliance with Inter-School Transfers**

VACANCY NOTICE

PLEASE POST

Certified

Blackfoot School District No. 55 is seeking applicants for the following position:

**POSITION:** College and Career Advisor for BOSS / GEAR UP Coordinator for the Blackfoot High School and Independence High School

**POSITION STATUS:** Full time For the 2026-2027 School Year

**APPLICATION DATES:** April 15, 2026, until filled

**STARTING DATE:** August 17, 2026

**SALARY:** Placement on District No. 55 26-27 Teacher Salary Schedule

**QUALIFICATIONS:** Bachelor's degree is preferred. Must have strong interpersonal and communication skills, must be able to work under pressure and deadlines, must have strong organizational skills, must be a team player with demonstrated leadership skills, and must maintain confidentiality of staff and students. Applicants with previous experience working with community partnerships, grant budgets, and record keeping will be given preference.

**JOB DESCRIPTIONS:** Identify students' academic strengths, areas in need of improvement and areas of interest for the purpose of making informed choices and assisting students in setting postsecondary education and career goals. Help students research and acquire the knowledge and skills necessary to achieve academic success and to be college and career ready upon high school graduation. Assist students and parents with the secondary school course selection process according to specific state credit and graduation requirements and student needs and interests. Keep abreast of all high school graduation requirements. Provide information to students regarding post-secondary opportunities and scholarships for college. Educate students and parents about college admissions requirements and financial aid. Assist with student preparation of applications for college and jobs. Work closely with school staff, such as 6<sup>th</sup> -12<sup>th</sup> grade teachers, building principals, and counselors in order to maximize the benefits of the program. Continually seek out information and strategies to expand and improve the program. Notify parents/guardians of all students in grades 6 through 12 of the availability of college and/or career advising provided by the district and how to access such services. Keep an accurate record of the entire college and career advisory program, compile data and statistics, and be able to report data on the effectiveness of the program. Exhibit high level of ethical behavior and confidentiality regarding student information. Represent the school district in a positive manner. Know and follow school district policy and chain of command. Perform other duties as assigned. Advise and oversee the 9<sup>th</sup> graders of the BOSS program. This includes building schedules and grading, monitoring student progress, communicating with parents as well as maintaining accurate records and ensure ALL students are assigned to a career pathway plan.

**All candidates must submit the following materials:**

Completed application, transcripts, resume and letters of reference.

**All interested candidates should make application to:**

Jo Diaz, Personnel Clerk, Blackfoot School District No. 55  
270 E. Bridge St. Blackfoot ID 83221  
Phone: (208)785-8800  
E-mail – [personnel@sd55.org](mailto:personnel@sd55.org)