



Resource Specialist Position Description

The ASPIRE program provides both drop-in and one-on-one advising to help students continue their educations beyond high school. Adult volunteers assist students with variety of activities such as academic preparation, scholarship search and application, career exploration, college choice, and college application. All volunteers are screened, including a criminal background check.

ASPIRE volunteers will not replace paid staff.

Responsibilities

- Become familiar with the ASPIRE curriculum materials, web site, and other web resources
- Update and maintain the ASPIRE/Career Center with current reference materials, including the ASPIRE curriculum modules, college view books, standardized testing information, financial aid information and scholarship applications, and other necessary resources
- Provide Advisors and drop-in students with the appropriate resources
- Attend volunteer meetings and trainings (orientation, ASPIRE conference, financial aid, scholarship search, etc.)
- Follow ASPIRE guidelines, school policies and regulations regarding confidentiality, meeting times, safety, etc.
- Report any volunteer accident or incident to the site supervisor
- Participate in the program year end evaluation

Qualifications

- Desire and ability to work within a high school atmosphere
- Sensitivity to challenges faced by teenage students
- Interest in being trained in postsecondary education planning
- Dependability and a strong sense of commitment
- Ability to maintain patient, non-judgmental attitude

Time Commitment

2-4 hours per week for the school year

Training

The Oregon Student Assistance Commission (OSAC) staff and the site supervisor will provide training. OSAC will provide initial and ongoing training on guidelines, applying for financial aid and scholarships, college admissions and mentoring techniques. School staff will provide information on school policies and regulations, and current college access activities at the school.

Benefits

- Training on how to successfully apply to college & obtain financial aid
- Satisfaction of creating opportunities for more Oregonians to attend college and trade schools
- Tort liability insurance coverage

(over)

Confidentiality Agreement

Confidentiality is the preservation of any privileged information concerning students that is disclosed in a professional working relationship.

The volunteer Resource Specialist will keep the communication with students, families, and Advisors confidential. All records dealing with specific students must be treated as confidential and be maintained according to school policy. ASPIRE Resource Specialists will not discuss students' confidential information outside of the program.

General information, policy statements, or statistical material that is not identified with any individual or family is not classified as confidential.

Although the school is liable for a volunteer's acts within the scope of his or her duty, giving information to an unauthorized person could be interpreted as not acting within the scope of that duty and the school could refuse to support the volunteer in the event of a legal action. Violation of the Oregon Revised Statute regarding confidentiality of records is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment in the county jail for not more than 60 days, or both.

The only exception to confidentiality restrictions is if a volunteer thinks a student is being physically or sexually abused or is involved in a life-threatening activity. This must be reported immediately to the school counselor and/or the police or State of Oregon child welfare agency.

My signature below certifies that I have read the material above and understand the confidentiality policy. I understand that my duty as a volunteer Resource Specialist is to abide by the laws and policies regarding preservation of confidential information. I agree to the responsibilities described in the position description.

Signature: _____

Date: _____

ASPIRE Publicity Authorization

I give permission for the high school and the Aspire program to use my name, photograph or quotes in any form of ASPIRE publicity. I understand that I may withdraw my consent at any time by submitting a written request to the ASPIRE Site Supervisor.

Signature: _____

Date: _____