

Position: Guidance and Learning Specialist	Board Approved: 10/18/16
Grade: Certificated Management 152	FLSA: Exempt

Summary

To help students overcome problems that impede learning and to assist them in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible adults. Assist in counseling and scheduling of students, curriculum development, supervision of instruction, school site management, and student support services. May assist the site principal with teacher and staff evaluations and performance as well as assisting with achieving and maintaining standards of excellence within all curricular areas so that each student may derive the greatest academic and personal benefit from the learning experience.

Essential Duties and Responsibilities

- Assists in the design and implementation of the master schedule.
- Assists in formulating and evaluating procedures of selection and registration whereby individual students develop educational plans and are enrolled into subjects of their choice which meet the needs of their educational plans at the appropriate level.
- Assists the teacher-counselor in making appropriate changes in pupils' schedules when necessitated by just cause.
- Provides assistance to teachers including case conferences relating to the needs of the pupils.
- Provides information to students regarding colleges, scholarships and tests needed for entrance to institutions of higher learning.
- Maintains liaisons with administration and school personnel in order to assist them in making just decisions regarding pupils.
- Promotes beneficial school, parent and community relationships by means of parent conferences and reports concerning pupils.
- Interprets test results to students, teachers and parents.
- Coordinates articulation activities with feeder schools, including orientation and preregistration.
- Assists in the planning and implementation of staff development.
- Reviews student conduct referrals and takes action appropriate to the offense.
- Counsels students with special and/or immediate academic or personal needs.

- Assists in the development, coordination and supervision of student activities.
- Assists in day to day supervision of students and in the development of teacher supervision schedules.
- Assists with responsibility for the discipline and attendance of students.
- Assists in day to day supervision of students and in the development of teacher supervision schedules.
- May assist with certificated and classified observations and evaluations.
- Performs other related duties as assigned to support the objectives of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires the ability to appropriately manage personnel and programs, communicate effectively, and problem solve. Knowledge of curriculum, education code and district policies. Knowledge of implementation of California State Standards. Ability to sit for prolonged periods of time, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of various cultural and educational backgrounds and communicate in oral and written form.

▪ **Abilities**

Requires the ability to perform all of the duties of the job that support its objectives. Requires the ability to plan, prioritize, and perform in order to effectively support student academic and behavioral growth. Requires the ability to lead and work with school improvement initiatives for narrowing student achievement gaps and improving overall achievement. Requires the ability to write complex reports and program materials. Requires the ability to solve complex problems where trade-offs and risks are involved, confrontations exist, and status of staff and students can be impacted. Requires the ability to manage complex projects and measure performance outcomes. Position requires the ability to interact on both a formal and informal basis with a wide range of contacts within and outside of the school setting. May require the ability to communicate in a second language.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to move about school campus environments on a continuous basis. Requires sufficient visual acuity to recognize words and numbers. Requires hand-arm-eye coordination to use a computer keyboard and retrieve files from standing forward flexing and seated positions. Requires auditory capacity to speak and hear in public settings.

▪ **Education and Experience**

The position requires an Administrative Services Credential or Pupil Personnel Services Credential.

▪ **Licenses and Certificates**

Requires a valid driver's license.

▪ **Working Conditions**

Work is performed where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.