

ACADEMIC ADVISOR

DEFINITION

Under direction, performs a variety of duties associated with academic planning, career guidance and testing for students at various grade levels within the District or for community education programs; and performs related work as required.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

The following representative duties may be performed as an Academic Advisor at all levels:

1. Provides information regarding academic planning, post-secondary education opportunities, college entrance requirements, scholarship and financial aid resources.
2. Coordinates and administers standardized academic tests.
3. Interprets test results.
4. Conducts parent/student conferences.
5. Assists students with study skills.
6. Responds to inquiries regarding educational programs.
7. Plans awards and special programs.
8. Assists with the coordination of a variety of available resources such as ROP, vocational education classes, community colleges, adult learning centers, and College and Career Planning Center.
9. Works closely with counseling staff for making referrals to community resources.
10. Promotes positive school, parent, and community relationships.
11. Inputs data and performs a variety of clerical work to fulfill duties as required.
12. Reviews cumulative records to ensure accuracy and completeness and compliance with State regulations and District policies and guidelines.

The following representative duties may be performed as an Academic Advisor at a high school:

13. Monitors student progress toward graduation.
14. With input from credentialed staff, writes letters of recommendation and complete documentation of secondary school reports for college applications.
15. Assists students and parents with college admission appeals.
16. Plans, attends and assists with presentation of parent orientations.
17. Coordinates home teaching assignments.
18. Participates in the development of the master schedule.
19. Enrolls, schedules and orients new students.
20. Makes routine program changes based on consultation with parents and students, reviewing future goals and objectives for future college graduation and career.
21. Prepares notifications for students and parents related to academic progress.
22. Attends and participates in various meetings such as Student Study Team meetings, Individual Education Plans and leadership meetings.
23. Monitors progress of high risk students through parent/student/teacher consultations.
24. Coordinates and presents orientations for students at various schools.
25. Monitors progress towards college matriculation.
26. Conducts 4-year planning sessions with parents and students.
27. Monitors progress of students towards completion of high school exit examination.

The following representative duties may be performed as an Academic Advisor at a middle school:

28. Assists in the development of the master schedule.
29. Coordinates and presents orientations for students at elementary schools.
30. Plans and participates in parent orientations.
31. Assists with revision of curriculum guides.
32. Monitors student progress towards completion of middle school.
33. Ensures grade reporting is completed and progress reports and report cards prepared.
34. Prepares notifications for students and parents related to academic progress.
35. Attends and participates in various meetings such as Student Study Team meetings, Individual Education Plans and leadership meetings.
36. Monitors progress of high risk students.

The following representative duties may be performed as an Academic Advisor at the College and Career Planning Center:

37. Provides students with career planning.
38. Administers career assessment, skills, interest and personality tests.
39. Reads and understands manuals in order to analyze and interpret career and skills assessments.
40. Provides information on careers and makes recommendations to students.
41. Visits secondary schools to provide information on resources and programs available through the College and Career Planning Center.
42. Researches college programs, financial aid and scholarships using resources such as college manuals and the Internet.
43. With input from credentialed staff, writes letters of recommendation.
44. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Information sources including but not limited to secondary education requirements, college entrance requirements, application procedures, testing, financial aid and scholarship opportunities, state and District educational program requirements, registration procedures, academic and vocational guidance, master scheduling, community referrals; correct English usage, spelling, grammar and punctuation; modern office equipment including personal computers and routine clerical procedures.

Ability to:

Communicate effectively, orally and in writing; perform various information dissemination and clerical procedures with accuracy; interact with students, teachers, and parents in a courteous, tactful, and business-like manner; work in a complex environment with many interruptions; maintain confidentiality of student information; use discretion and good judgment; use computers; enter data; have an appreciation and understanding of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Two years of college level course work in education, business administration or a related field and one year experience working with secondary or post-secondary age students; successful experience in a secondary or post-secondary school educational setting in a capacity relevant to academic advisement is desirable Two years experience as a CUSD employee in a high or middle school guidance office may be substituted for one year of the college requirement for middle school only.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.