

PETALUMA CITY SCHOOLS – CLASSIFIED VACANCY
APPLICATIONS ONLY ACCEPTED AT WWW.EDJOIN.ORG

STUDENT ADVISOR

DEADLINE: WEDNESDAY, FEBRUARY 20, 2019 (4:30 PM)

WORK SITE: McNear Elementary School

WORK HOURS: 25 hours per week (averaging 5.00 hours per day)
 8:00 AM to 1:00 PM (Monday - Friday)
 While school is in session

START DATE: ASAP

STARTING SALARY: \$14.85 to \$18.94 per hour.
 (Initial salary placement is based on related experience)

BENEFITS: The District will pay the following amounts towards benefits:

Work Hours per Day	Health Plan	Dental	Vision	Life Insurance
More than 6 hours	100% of Cap *	100% of Cap **	100% of premium	100% of premium
More than 4 hours through 6 hours	75% of Cap	75% of Cap	75% of premium	100% of premium if 6 hours per day
More than 2 hours through 4 hours	Not eligible	50% of Cap	50% of premium	Not eligible
1 hour through 2 hours	Not eligible	25% of Cap	25% of premium	Not eligible

* Must enroll in a health plan (Cap subject to change) / ** \$144.50 dental plan cap effective 10/1/12

REQUIREMENTS: Fingerprint Clearance. There is a fingerprint processing fee payable by the employee post-offer / pre-placement. Tuberculosis. The applicant will need to submit evidence that he or she is free from tuberculosis in accordance with Education Code 49406 post-offer / pre-placement.

QUALIFICATIONS: See job description. Bilingual in Spanish a plus, but not required.

SUBMIT APPLICATION: The District prefers applications be submitted electronically through <http://www.edjoin.org/PetalumaCitySchools> or www.edjoin.org. However, paper applications will be accepted. To request a paper application, e-mail Human Resources at hinfo@petk12.org and include the job title and position number for the vacancy. All applications, regardless of the manner of submission, must include all **required** documentation.

NOTE: It is **recommended** that applications be accompanied by a **cover letter, resume and a minimum of two letters of reference**. Paper screening for potential interviews are based on materials submitted with application. No additional paperwork for application will be accepted after the closing date.

AN EQUAL OPPORTUNITY EMPLOYER

It is Petaluma City Schools' policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital or domestic partner status, sexual orientation, gender identity or expression, age, ancestry, national origin, disability, or medical condition, as defined in state and federal laws. This policy covers all aspects of employment, including, but not limited to, recruitment, selection, training, promotion, transfer, compensation, demotion, and termination. Reasonable accommodation is provided to all eligible applicants and employees as required by law. Complaints regarding unlawful discrimination may be filed with Petaluma City Schools' Human Resources department.

Petaluma School District Job Description

Job Title: Student Advisor
Department: School Site
Reports To: Site Administrator
Prepared Date: August, 2001
Approved Date: August, 2001

SUMMARY

Under direction of an administrator, to serve as a liaison between the school administration and students and community members in order to support positive student interaction and insure the observance of campus rules and regulations; to supervise groups of students; and to do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises students on the campus, patrols the campus and parking lots to insure that campus rules and regulations are being observed; directs campus visitors; enforces student rules and regulations; witnesses student searches and may perform locker searches of school property; handles minor classroom behavioral referrals; assists administrator on major behavioral infractions; makes appropriate conflict interventions with students; assists students in promoting resolving of conflicts or personal problems; assists students and staff in emergency situations; conferences with students, teachers, counselors regarding student behavior; breaks up student disturbances and refers discipline problems to the administrator; handles tardy referrals and cutting; works with Child Welfare and Attendance Workers regarding attendance issues; contacts parents regarding such matters as student classroom behavioral referrals and attendance; as directed by the administrator, may schedule and conference with parents; may escort students to class as necessary to ensure attendance and to reduce opportunity for disturbances; may supervise detention classes and outside situations; may distribute behavior and/or detention reports to teachers and detention notices to students; participates and provides input at weekly Student Study Team and/or Learning Team; assists with other school functions including office work as directed; develops a friendly and supportive relationship with students while ensuring their compliance with school rules and regulations; develops a relationship with local neighbors to ensure their cooperation with students and their fair treatment regarding student activities and involvement; assists in supervising the campus and patrols parking lots at athletic contests; refers students to proper channels for assistance for social/emotional support.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The person performing this assignment will have the opportunity to receive basic first aid training provided by the District within one year of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of campus rules and regulations, social and personal needs of school age students, and organizations and individuals who handle emotional, social, and drug related problems of school age students; a variety of computer software programs. Ability to establish and maintain

cooperative relationships with students, school administrators and the community; analyze situations accurately and adopt an effective course of action; take responsibility and use good judgement in recognizing scope of authority.

EDUCATION and/or EXPERIENCE

Some experience in working with school age students is preferred.

LANGUAGE SKILLS

Ability to read and write at the level required for successful job performance.

REASONING ABILITY

Ability to choose among a limited number of alternatives in solving routine problems.

PHYSICAL DEMANDS The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit, talk, or hear; and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.