

HEAD ACADEMIC ADVISOR

DEFINITION

Under direction, coordinates the duties of the guidance office staff; acts as a liaison between the school administration and academic advisors; provides comprehensive program planning information to students; performs a variety of duties associated with academic planning for students; and other 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.

1. Coordinates scholarships.
2. Attends community organization functions to promote the school site and encourage scholarship awards; coordinates community volunteers.
3. Assists students in reaching their full educational potential and integrates pre-college guidance and vocational/career planning into the school's guidance program.
4. Provides students with academic advisement and planning, class selection, and scheduling.
5. Provides information regarding academic planning, post secondary education opportunities, college entrance requirements, scholarship and financial aid resources.
6. Acts as liaison with school educational departments to gather and disseminate information.
7. Attends conferences to update information on college entrance requirements.
8. Attends and participates in various meetings such as Student Study Team meetings, Individual Educational Plans, and leadership meetings.
9. Participates in the development of the master schedule.
10. Makes informational presentations at Back-to-School programs and other meetings.
11. 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.
12. Writes letters of recommendation and complete documentation of secondary school reports for college applications.
13. Assists students and parents with college admission appeals.
14. Conducts academic planning parent/student conferences.
15. Assists students with study skills.
16. Works closely with counseling staff for making referrals to community resources.
17. Monitors progress of high risk students through parent/student/teacher consultations.
18. Promotes positive school, parent, and community relationships.
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. Inputs data into the computer.
22. Monitors student progress toward graduation.
23. Prepares notification for students and parents related to academic progress.
24. Administers academic tests.
25. Interprets test results.
26. Responds to inquiries regarding educational programs.
27. Coordinates home teaching assignments.
28. Plans awards and special programs.
29. Inputs data and performs a variety of clerical work to fulfill duties as required.
30. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Information sources including but not limited to high school graduation 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:

Understand and promote student development and achievement; communicate effectively, orally and in writing; organize and deliver guidance services in conjunction with other advisors and administrators; provide leadership to guidance office staff and assist administration with the coordination of the guidance office and staff; perform various information dissemination and clerical procedures with accuracy; work with students, teachers, and parents in a courteous, tactful, and businesslike manner; work in a complex environment with many interruptions; maintain confidentiality of student information; use discretion and good judgment; use personal computer and enter data; have an understanding and appreciation 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 of experience in a guidance office assisting secondary and/or post-secondary students.

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.