



Romoland School District

JOB DESCRIPTION STUDENT ADVISOR

DEFINITION:

Under the direction and supervision of the principal, the student advisor will support the school site administration in the areas of attendance, discipline, student supervision, development of the master schedule and implementation of special projects.

Duties and Responsibilities:

- Development of the school site master schedule.
- Collaborate with site administration in the implementation of systems of support for student behavior and attendance.
- Organize and implement school site events including but not limited to 8th grade promotion, athletics, back to school night and open house.
- Liaison between school site and outside agencies.
- Organize and administer standardized tests.
- Organization of school site materials in preparation for summer school program.
- Assist with the transition of students from the elementary schools and to the high school.
- Assist with the placing of students in learning situations best suited to their ability and educational plans.
- Provide school staff with information regarding students' educational needs.
- Communicate student progress to appropriate school personnel and other adults responsible for the welfare of the students.
- Assist students and parents/guardians to develop an understanding of educational needs.
- Collaborate with school counselors in the identification of individual and groups of students for placement into appropriate courses.
- Perform other related duties as assigned.

Qualifications:

Demonstrated Knowledge/Skills/Abilities

- Bilingual desirable
- Effectively seek out and disaggregate data to analyze, identify and prioritize student needs.

- Effectively collect and use data to measure and share the impact of supports and interventions.
- Serve as a leader and advocate of students.
- Support effective instruction utilizing appropriate classroom management techniques.
- Ability to plan, organize, write with clarity and work collaboratively with staff, administrators and parents.
- Effectively use technology and social media to support and promote the school.

Education and Experience Required:

- Valid California Administrative Services credential or certificate of eligibility desired.
- California multiple subject or single subject teaching credential.
- Five years of successful teaching experience.

Physical Demands And Working Conditions:

Essential physical requirements, which the candidate must possess, are indicated with an ***E***

- Ability to work at a desk, conference table, or in meetings of various configurations. ***E***
- Ability to circulate for extended periods of time. ***E***
- Ability to see for purposes of reading laws and codes, rules and policies, and other printed material. ***E***
- Ability to understand speech at normal levels. ***E***
- Ability to communicate so others will be able to clearly understand normal conversation. ***E***

Work Year: 194 Days