

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

ACADEMIC, COLLEGE & CAREER ADVISOR

DEFINITION:

Under general supervision of the Assigned Supervisor, this position provides services that assists students in increasing their academic skills and identifying a path to community college, vocational training and/or a specified career pathway, and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists students in planning school to career transitions, higher education application processes, scholarships and technical/professional occupations.
- Assists students with transcript and prerequisite evaluations, registration, transfer and career goals, orientation, dual enrollment, course scheduling, education plans, distance advising, basic financial aid questions.
- Provides information and resources to staff, students, and parents related to career planning and college information.
- Maintains and continually updates information center library with resources including information on colleges, career clusters, employment trends, college bulletins and catalogs.
- Facilitates individual and small group meetings with students about post-secondary options for career, training and higher education.
- Facilitates focused programs such as those for technical and professional careers, school to career, and for students with special needs.
- Initiates relationships between students and community partners. Promotes job shadowing and mentoring opportunities. Works with businesses and other community agencies to maintain active links to job markets.
- Prepares career and college flyers and newsletters to distribute to students, teachers, and parents.
- Schedules speakers, college representatives, and recruiters. Maintains a calendar of scheduled events, speakers and career fairs.
- Updates YCCPCS Charter website for career, college and related interests.
- Disseminates information about jobs and mentoring programs.
- Facilitates the achievement of student's educational goals including orientation, tutorial services, and extracurricular activities such as field trips to college campuses and personal enrichment workshops.
- Serves as the advisor for students in career technical education and monitors and tracks CTE hours for independent study students.
- Provides individualized training in the area of job readiness, including but not limited to, job applications and resumes, interview skills and professional dress and language.
- Monitors and assists with interventions for students in need of support.

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- Establishes graduation plans for students and monitor progress towards completing all graduation requirements.
- Serves as ELPAC coordinator for school.
- Serves as Student council/government advisor.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Completion of two years of college (60 semester units) with major course work in administration, psychology, career planning, social science, or related field required.
- One year of relevant responsible work experience in academic advising, graduation requirements, college entrance requirements and scholarship information.

Knowledge of:

- Occupational resources and opportunities.
- College admissions, post-secondary careers and training.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Communicates effectively with staff, students and their families.
- Provides in-service presentations to student and parent audiences and facilitate discussions with students and parents.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Manage and prioritize multiple activities.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand

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truck/cart to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work indoors in a standard office environment and and come in direct contact with staff, student, and the public.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: September 17, 2025