



## **Job Description – Academic Advisor**

**Department:** Administration

**Job Status:** Full time

**FLSA Status:** Exempt

**Reports To:** Campus Principal

**Pay Grade:** 2

**Work Days:** 205

### **POSITION SUMMARY**

Plan, implement, and evaluate a comprehensive developmental guidance and counseling at school(s) assigned; counsel students to fully develop each student's academic, career, personal and social abilities, and address the needs of special populations.

### **ESSENTIAL FUNCTIONS**

#### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Report to work in a timely manner as per assigned work schedule

### **DUTIES AND RESPONSIBILITIES**

- Report to work in a timely manner as per assigned schedule
- Plans, implements, and evaluates a comprehensive program of guidance, including counseling services
- Counsels students individually and in groups to assist their educational, and career development
- Teaches guidance curriculum lessons
- Consults with teachers, parents, and school administrators to assist students.
- Coordinates resources for student development

- Consults with teachers and campus administrators regarding guidance and advisement issues
- Pursues relevant professional development

### **Other Duties**

- Attend staff meetings, and serve on committees as required.
- Other duties as assigned by District's administration

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Autonomy - Ability to work independently with minimal supervision.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Decision Making - Ability to make critical decisions while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.

- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conducts conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Judgment - The ability to formulate a sound decision using the available information.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Persuasive - Ability to influence others to change position or to adopt a specific point of view.
- Presentation Skills - Ability to effectively present information publicly.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

**Education:** Master's Degree in Educational or Counseling and Guidance

**Experience:**

- Minimum three (3) years experience in providing assistance to children in dysfunctional families preferred.
- Minimum three (3) years teaching experience

**Certificates & Licenses**

- Applicant must have a valid a teacher certificate or must be in the process of acquiring such certification.

**Other requirements:**

Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment.

**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

**WORK ENVIRONMENT**

Classroom environment in a controlled atmosphere building

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.