

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

STUDENT EDUCATIONAL ADVISOR - MIDDLE SCHOOL

Brief Description of Position

Serves as a grade level advisor for students and remains with that group of students throughout their three years at the middle school. Implements advisory activities as outlined below and carries out other appropriate duties that relate to the responsibilities of guidance and advisement at the middle school, as assigned by the Principal.

Goals of Effective Performance

- Emphasize high expectations (interpersonally, socially and academically) for all students.
- Maintain a positive, safe and orderly environment conducive to learning.
- Promote effective, on-going communication among staff, students, parents and the community.
- Coordinate programs that meet the needs of students of all ability levels and interests.
- Continue to improve the instructional and advisory program.
- Encourage professional development among staff.

Examples of Duties and Responsibilities

- Provide advisory lessons to students within the classroom setting, in small groups, individually, through assemblies and other appropriate arenas.
- Provide for the social and emotional growth of students.
- Coordinate and provide grade-level parent meetings.
- Coordinate school-wide programs that serve students.
- Create a trusting relationship where every student is known, respected and valued.
- Provide crisis counseling.
- Identify students in need of resources (outside counseling, tutoring, etc.).
- Attend IEP meetings.
- Attend Student Study Team meetings.
- Provide individual short-term counseling services.
- Coordinate student and parent orientations.
- Serve as liaison to student and attendance welfare.
- Plan and meet with teacher teams regarding student progress and support.
- Monitor and coordinate parent-teacher feedback on student progress.
- Support teachers with student programs and activities.
- Interpret curriculum to students and parents.
- Interpret school programs to students and parents.
- Assist in registration, scheduling students into classes and making necessary program changes.
- Take an active part in planning meetings and presenting appropriate advisory and guidance information to students and parents.

- Take part in the preparation, updating and modification of handouts, checklists, calendars, letters and advisory/guidance handbooks.
- Refer students in crisis to appropriate assistance centers in the community.
- Supervise students at nutrition, lunch, school dances and evening events as appropriate.
- Handle minor discipline problems as needed. "Minor" is defined as incidents not resulting in suspension, arrest or possible expulsion.
- Attend professional conferences and workshops.
- Perform other appropriate professional duties related to advisory and guidance services.
- Generate routine school correspondence and announcements related to advisory programs and guidance services.

Reports to: The Principal

Minimum Qualifications:

Pupil Personnel Services credential or enrollment in a Pupil Personnel Services credential program

Certificated credential

Strong written and verbal communication skills

Demonstrated ability to work with students, staff, parents and community agencies

Willingness to participate in on-going professional growth opportunities

Experience:

3-5 years teaching experience at the middle school level

Experience with providing counseling services to students at the middle school level

Education:

Pupil Personnel Services credential preferred, or enrollment in a Pupil Personnel Services credential program

BA or BS degree

Valid teaching credential

Master's degree desirable, but not required

Approved by Board: 4/22/98