

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

EDUCATIONAL ADVISOR

BRIEF DESCRIPTION OF POSITION

Serves as *an educational advisor* on the guidance team; implements guidance activities as outlined below: carries out other appropriate duties that relate to the responsibilities of guidance and advisement at the high school and as assigned by team Vice Principal and Vice Principal in charge of guidance.

GOALS OF EFFECTIVE PERFORMANCE

- Emphasize high academic expectations for all students.
- Maintain a safe, orderly environment conducive to learning.
- Promote effective, ongoing communication among staff, students, parents and community.
- Coordinate programs that meet the needs of students of all ability levels and interest.
- Continue to improve the instruction program.
- Promote a positive school climate.
- Encourage professional development among staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Know high school graduation requirements.
- Interpret curriculum to students and parents.
- Assist students in program planning:
 - prepare written materials to be sent home
 - explain classes and requirements to groups of students
- Make necessary program changes
- Take active part in planning meetings and presenting appropriate guidance information to parents and students.
- Do grade checks and credit requirement checks as needed to determine individual status of a student.
- Confer with parents about the results of district competency tests and other test data.
- Take part in the preparation, updating and modification of handouts, checklists, calendars, letters and the guidance handbook.
- Assist in registration and enrollment of students.
- Provide information about the district testing program.
- Serve as liaison with and help determine which students should utilize alternative learning programs.
- Refer students in crisis to Special Needs Counselor and/or appropriate assistance centers in the community.

- Provide expertise on college and university entrance requirements, financial aid, scholarships and career/vocational planning.
- Assist in the planning of recognition programs and commencement.
- Readmit students at the attendance window in the morning and monitor and follow-up on attendance problems.
- Supervise students at snack and lunch.
- Handle minor discipline problems as needed. “Minor” is defined as offenses not resulting in arrest or possible expulsion.
- Serve as guidance liaison at Ed council and Principal’s cabinet meetings.
- Attend professional conferences and workshops.
- Perform other appropriate professional duties related to guidance services.
- Assist the Career Center Coordinators in the development and presentation of sequential career center curriculum.
- Enroll and program students into summer school.
- Generate routine school correspondence and announcements related to guidance.

REPORTS TO: The Vice Principal

MINIMUM QUALIFICATIONS

- Permanent status
- Certificated credential
- Strong written and verbal communication skills
- Demonstrated ability to work with students, staff, parents and community agencies

EXPERIENCE

- 3-5 years teaching experience
- Extra curricular experience

EDUCATION

- BA or BS degree
- *Master’s degree required*
- *Valid Pupil Personnel Services Credential*

Adopted: 3/24/93

Revised: 5/24/99

Revisions Adopted:

NOTE: Revisions are in italics.