

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Student Outreach Advisor

BASIC RESPONSIBILITIES

Work to: Improve student attendance, student behavior and student grades by serving as a role model for students; conducting motivational counseling and education programs; presenting opportunities, social experiences and career options which will broaden the student's point of view and aid in goal setting.

SUPERVISOR: Principal/Administrator

TYPICAL DUTIES:

1. Maintains weekly personal telephone contact with pupils to provide guidance and discuss performance and grades.
2. Arranges for tutoring assistance and serves as an advisor regarding personal, social and educational problems as an aid in reducing school suspension.
3. Provides in-service activities for ongoing assistance to school staff.
4. Keeps abreast of pertinent research and incorporates related information in in-service sessions with staff members to aid effective guidance of Center Scholars and other at-risk students.
5. Develops a profile of Center Scholars students at each school.
6. Develops a site program to improve attendance, behavior and achievement, maintains profiles of each student.
7. Acts as a supportive, motivating role model and encourages participation in a variety of educational activities and programs available at school or in the local community.
8. Organizes, initiates and participates in enrichment activities to increase awareness and improve communication.
9. Addresses issues of low self-esteem.
10. Reinforces acceptable behavior, attitudes and social skills.
11. Accompanies students on field trips to colleges and employment sites.
12. Visits churches, higher level educational institutions, television stations, etc. to provide expanded opportunities.
13. Assists students in obtaining library card and in proper use of library facilities.
14. Develops partnerships with community organizations and families of students and meets informally at student's home.
15. Serves as a resource to parents and pupils regarding availability of educational and community services.
16. Represents interest of students to school administration and teaching/support staff.
17. Develops a mentoring program, enlists volunteer role models and conducts training sessions and leadership seminars for mentors as required.
18. Establishes, maintains and/or supports standards of personal conduct and discipline in accordance with the discipline policy approved by the Board.
19. Consults with school site administration to foster a more culturally sensitive learning environment.
20. Performs other related duties similar to the above as required.

EMPLOYMENT STANDARDS

Knowledge of:

- History and culture of assigned students;
- Objectives and procedures of program and activities.
- District policies and regulations;
- Socio-economic characteristics of the community;
- Various community, educational and recreational resources and social service agencies;
- Interpersonal skills including tact, patience and courtesy.

Ability to:

- Obtain community services for students as needed;
- Instill pride in student's heritage;
- Exercise individual initiative and independent judgement;
- Tolerate stressful situations responsibly;
- Be flexible and able to develop empathy with students, parents and staff;
- Establish rapport with and provide advice to students with low self-esteem;
- Review various community, educational and recreational resources and social service agencies;
- Communicate effectively in both oral and written form;
- Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Graduation from a four (4) year college or university with a degree in social sciences, counseling or related field; or a combination of education and experience sufficient to prepare the candidate for the duties of this position.
- Related experience preferred;
- Valid California Driver's license;
- Complete hepatitis vaccine series;
- TB test clearance;
- Drug test clearance;
- Criminal Justice fingerprint clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed materials.
2. Sufficient hearing to conduct in-person and telephone conversations.
3. Understandable voice in sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone and office equipment.