



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: COUNSELING ADVISOR
REPORTS TO: School Principal **SITE:** All Schools
CLASSIFICATION: CSEA Bargaining Unit **WORK YEAR:** SDO (182 Days)
SALARY: Range 36 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: November 17, 2016

JOB SUMMARY:

Under the direction of the Principal, Assistant Principals and Counselors, provide academic support services to students through their educational process. Perform related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class require practical knowledge of standard procedures acquired through moderate training and experience. The Guidance Counselors provide non-recurring assignments by indicating task assignments, deadlines to be met, and assignment priority. The employee uses initiative in carrying out recurring assignments independently, without specific instruction, but refers deviations, problems, or unfamiliar situations not covered by instructions to the guidance counselor. All confidential situations should be deferred to the guidance counselor, and/or administrator. Personal and group contacts are made with students, parents, and school district staffs to obtain, clarify, or give and receive facts and information.

ESSENTIAL FUNCTIONS:

1. Assist counseling department with a variety of clerical duties including filing, word processing, and general record keeping; and assist with orientation to students and parents regarding high school requirements, transition to high school information, and career and college information.
2. Maintain fiscal records and prepare report summaries; and check reports, records, forms and other documents for accuracy, completeness and conformance with school District and standards.
2. Maintain cumulative files with all pertinent materials relating to individual students; and keep an updated working file with current student transcripts, class schedules, and other important documents regarding academic progress.
3. Check student transcripts regularly for high school credit progress and required subject completion; look for repeat of courses taken and correct student transcripts accordingly; and ensure errors and omissions are reported to Student Data Analyst for corrections on student transcripts.
4. Provide assistance to counselors and Assistant Principals in gathering information for student conferences including 1802, STST, 504 and Student Study Team meetings; contact parents to schedule appointments to meet with counselors; and prepare progress reports and letters to parents.
5. Assist Administration and Teaching Staff with test proctoring, specifically with PSAT Testing and AP Testing; distribute materials for testing, monitor testing sites, assist in collecting and counting test material for further processing.
5. Request homework assignments when students are absent.
6. Support counselors by assisting ninth grade students with course changes, balancing course loads and providing information to students on course content and college admissions requirements programs such as AVID and EOPS.
7. Log messages for counselors from parents, teachers and students when counselor is in meetings.
8. Assists counselors with all aspects of articulation activities for incoming ninth graders.
9. Assist with updating course directory.
10. Coordinate silver sword program.
11. Prepare letters, memoranda, reports, flyers, newsletters using word processing software.
12. Assist with registration process, activity clubs, attendance office, and student mailings.

13. Notify all administrators, counselors, and coaches of students not eligible to participate in school activities.
14. Monitor Special Education students' schedules; make changes upon request of Case Managers/ Counselors; and assist students with programming and prepare needed for graduation.
15. Direct students to appropriate services in order to better accommodate their needs.
16. Assist and monitor students needing tutorial services.
17. Assist students with Naviance, Goggle and School loop.
18. Attend professional development trainings/workshops.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

EDUCATION AND EXPERIENCE:

Satisfy at least one of the following:

- Completion of two years of higher education study.
- Possession of an Associate's or higher level degree.
- Pass assessment that demonstrates knowledge of, and the ability to assist, teaching reading, writing, and mathematics.
- Two (2) years of experience tutoring students or working as a teachers' aid in a classroom, library, attendance office, or other related school/District offices.

PREFERRED QUALIFICATIONS:

1. Knowledge of the San Mateo Union High School District graduation requirements and the California Public Colleges admission requirements.
2. Bilingual fluency and skills.
3. Knowledge of Naviance to assist students with College Applications and familiarize students with different resources at this site.
4. Knowledge of Google Classroom to help facilitate student academic progress.
5. Knowledge of School loop to review with students face to face, and parents in parent meeting and over the phone.

REQUIRED QUALIFICATIONS, PRIOR TO EMPLOYMENT:

- Certification in basic First Aid and CPR.
- Position may require a valid driver's license.
- Requires pre-employment clearance (fingerprint and tuberculosis).
- Position may require bilingual fluency & skills.

KNOWLEDGE OF/SKILL IN:

- Educational program requirements of the District and state; graduation credits and requirements; College entrance requirements, and modern office practices and procedures.
- Acceptable knowledge of a full range of high school courses; effective methods to tutor students in standard academic subjects.
- Techniques to motivate students to produce their best work.
- Correct English usage, spelling, grammar, punctuation, and vocabulary.
- Basic computer operations and word processing software including MS Word (current versions).
- Excel and the Aeries Student Information System programs are preferred.
- General record keeping and multi-tasking skills.
- Working independently to perform a variety of complex clerical work with efficiency and accuracy.
- Interacting effectively with a diverse school community.
- Compiling, organizing, composing, maintaining, and disseminating a variety of information, reports, correspondence and records..

- Congenial telephone and communications skills.

EXPERIENCED WITH:

- Ability to speak in front of students and large audiences.
- Ability to communicate effectively with school staff, students and parents.
- Work effectively with students who have different academic skill levels.
- Receive and implement oral and written directions.
- Work with students from a diversity of socio-economic and socio-cultural backgrounds.
- Develop a positive rapport with students and parents.
- Read and write at a level sufficient to tutor high school subjects.
- Understand the needs and learning styles of students including special education students.
- Organize materials to help students achieve educational objectives.
- Write and maintain routine reports and correspondence.
- Speak effectively with teachers' faculty staff, and students.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Exercise sound judgment and work effectively under pressure.
- Word process for counselors when requested.
- Establish on-going contacts with key people to improve communications and assure that necessary, complete and current information is provided to: Counselors, Assistant Principals, Principal, Administrative Assistant, Dean, Data Analyst, Attendance Clerks, Health Clerk, Safety School Advocate, and College and Career Advisor.
- Analyze situations accurately and adopt an effective course of action.
- To remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

WORKING CONDITIONS:

- Office and outdoor work environment both on and off school campus.

PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS

- Mobility sufficient to move about the campus and during off campus excursions and field trips.
- Ability to sit or stand for long periods of time.
- Manual dexterity sufficient to write legibly and operate standard office and classroom equipment.
- Upper and lower body strength sufficient to lift and transfer students (weighing 40-50 lbs. without assistance, 80+lbs with assistance.)
- Upper body and arm strength sufficient to push students in wheelchairs around campus, in the community and on field trips.
- Ability to walk with students on campus and in the community for up to 60 continuous minutes, and ascend stairs, wheelchair ramps, and inclines.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.