

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Classified Job Description

SCHOOL/COMMUNITY STUDENT ADVISOR

DEFINITION

To provide general assistance to identified at-risk student population. Supervise school facilities to ensure school security and student safety. Enforce District rules and regulations. Assist students in fully utilizing school programs and facilities.

SUPERVISION RECEIVED AND EXERCISED

Receive direct supervision from the principal or designee.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Work with school staff and other personnel to fulfill required activities. Supervise students on or about the school campus as assigned. Monitor the perimeter of the campus to encourage student's consideration of private property and to discourage non-student loiterers from entering the school grounds. Work with identified students in a positive educational manner. Develops a rapport with students and actively supports established school curricular outcomes. Assist other personnel in making home visitations. Assist other personnel with parent information meetings and training on risk and positive factors. Maintain logs and records of activities as necessary. Attend school staff meetings as appropriate. Perform related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities: Knowledge of student guidance principles and practices. Knowledge of approved procedures and techniques involved in supervising and disciplining students. Knowledge of school policies and procedures. Knowledge of record-keeping techniques. Literacy and fluency in a language other than English (i.e., Spanish, Vietnamese, etc.). Ability to establish and maintain effective communication with students, their parents and instructional staff. Ability to serve as an interpreter and translator. Ability to interact with students using tact, patience and courtesy. Ability to communicate effectively with identified at risk students and their parents/guardians. Ability to understand the needs of students of a variety of ages, interests and backgrounds. Ability to communicate effectively, both orally and in writing. Ability to carry out oral and written instructions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to read, interpret and follow rules, regulations, policies and procedures.

Experience and Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

Experience in working with youth in organized settings.

Training:

Equivalent to the completion of the twelfth grade preferably supplemented by additional specialized training or college level course work in sociology, education or a related field.

Other Requirements:

Valid First Aid and CPR Certificates

Possession of, or the ability to obtain, an appropriate valid California Driver's License.

Board Approved: January 25, 1993

Reviewed and Agreed to by:

Incumbent: _____ Date: _____