

## North Monterey County Unified School District

### CLASSIFIED POSITION DESCRIPTION

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Position Title:	<b>STUDENT ADVISOR AND COORDINATOR OF SERVICES</b>
Department:	<b>Migrant Education Services</b>
Reports to:	Designated Administrator/Director
Salary Level:	Range 33
Calendar:	Classified 11 month

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#### **SUMMARY:**

Under the direction of the assigned administrator, works independently and collaborate with school and District staff to provide supplemental advisement to students and their parents on school and student career related topics; provides success strategies and facilitates future educational opportunities to students and families; develops and maintain contacts with institutions of higher learning; facilitates student access to community services and work-based learning opportunities for a successful student transition to employment and/or high education placement; serve as a liaison and informational resource regarding Migrant Education programs and other programs and services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with reviewing of students' 6 year plans and related course work to align additional services and programming with students' goals and interests, with an emphasis on supporting Migrant students.
- Provide students with information on future educational opportunities such as college, careers and other vocational options, with an emphasis on outreach and support for Migrant students.
- Connect students with institutions of higher learning and vocational opportunities.
- Assist in screening and preparing students for work placements within the District and community.
- Instruct students in pre-employment and work skills, providing counseling and training for students in job-seeking skills.
- Recruit eligible students to the migrant program; assure students have access to available migrant services.
- Provide support in the enrollment into tutorial and credit recovery support
- Assist students in accessing and utilizing District and community resources; collaborate with schools and community agencies in providing assistance to students.
- Establish and maintain partnerships with a variety of community agencies and service providers to facilitate and enhance resources available to students and families, especially migrant students.
- Assist in the development of programs to reduce high incidences of migrant student dropout rates; build positive relationships with students to prevent them from dropping out; assist with drop-out prevention activities.
- Assist in creating a positive public image of the District's programs and services.
- Assist students with career exploration, college applications, scholarship applications and identifying appropriate colleges and universities.
- Refer students with personal or financial issues to the appropriate referral support program or services.
- Verify work permit request for eligible students.
- Monitor and evaluate students who are participating in work-based learning and/or who have a work permit based upon a plan and related student performance evaluation.

- Interpret and translate communications and materials from English into Spanish related to program services and activities for students, families and District personnel as directed.
- Collect data; maintain and prepare files, lists, logs and reports.
- Maintain and update program documentation including various records and lists as directed.
- Prepare and submit progress reports, needs assessments and evaluations; maintain current student information in appropriate database.
- Assist in providing transportation for migrant students and/or families as needed; drive a vehicle to conduct home and site visits and to provide migrant program services.
- Organize presentations for parents and students as directed; assist with school related activities; promote programs during various school and community events.
- Encourage and support migrant student and parent involvement in school.
- Serve as a liaison between school, parents, teachers, counselors, students and District staff, as well as the regional Migrant program.
- Assist school and employers by articulation of the academic and cultural needs of the migrant students.
- Collaborate and coordinate communications between various programs, District, and school personnel to assess student needs and assist in the development of academic support and counseling programs, specifically those relevant to Migrant students.
- Assist in the overall coordination of the District's Migrant program and services.
- Operate a variety of office equipment including a copier, computer and assigned software.
- Attend and participate in meetings and in-service trainings as assigned.

**OTHER DUTIES:**

- Perform any and all duties assigned by administration related to the transition planning of students.
- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

- Any combination equivalent to: bachelor's degree in counseling, student advising or related field and two years of experience in a culturally and economically diverse educational environment.

Licenses and other Requirements

- Valid California Driver's License with proof of insurance. *(Must submit authorization for a Driver Pull Notice)*
- Incumbents in this classification are required to read, speak and write in a designated second language.

Knowledge of:

- Applicable laws, education codes, policies and guidelines..
- General principles, practices and techniques of providing educational guidance to students and families, especially migrant education.
- Academic requirements, sources of career and vocational information.
- Drop-out prevention strategies and techniques.
- Applicable university, college and vocational services and programs.
- Eligibility requirements of an assigned Migrant Education Program.
- District and community resources, services and programs related to the needs of students and families, especially migrant students
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Ability to read, write and communicate in Spanish.
- Interviewing and advisement techniques.
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students and families, especially migrant students.
- Operation of a computer, assigned software and educational technology systems.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

- Record-keeping and report preparation techniques.
- Public relations and public speaking techniques.
- Basic instructional methods and techniques.

Ability to:

- Coordinate, identify and implement supplemental education services to address the needs of students.
- Serve as a liaison and informational resource regarding programs and related community services.
- Interview and assess students in the identification of educational needs and issues.
- Participate in the identification and recruitment of students for Migrant Program participation.
- Coordinate access to community service assistance programs for Migrant Education participants.
- Establish and maintain collaborative partnerships with educational/vocational institutions.
- Monitor and assess student and family needs and progress towards identified goals related to their 6 year plan and career goals.
- Assist in assigning tutorial services to identified students.
- Read, write, translate and interpret English and a designated second language, Spanish.
- Refer students to community resources, services and outside agencies as appropriate.
- Communicate with patience and courtesy in a manner that reflects positively on the District and the Migrant program
- Provide students with effective advisement and related referrals.
- Facilitate access to Migrant Programs and services.
- Plan and organize work with minimal supervision.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Work with supervisor initiated flex time schedules (variable hours including weekends and evenings) to accommodate specific weekend and evening program needs.
- Establish and maintain cooperative, confidential, and effective working relationships with others.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Variable work hours.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to assist students.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**Board Approved: 6/13/19**

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_