



### **PURPOSE:**

- An Academic Advisor advises students concerning their academic plans and progress, academic schedule, choice of major, and other academic activities and career goals, to assist the student in making decisions concerning personal educational goals leading to graduation.

### **REPORTS TO:**

- Building Administrator

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Five years of general educational experience
- Excellent written and oral communication skills
- Excellent computer skills, including word processing, spreadsheets and other applications
- Must have one of the following:
  - Completion of 2 years postsecondary study
  - hold an Associate's degree or higher
  - or be able to pass the district's assessment test of reading, writing, math and instruction.
- Maintain a valid Oregon Driver's License and personal transportation.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Ability to take the initiative, to work independently and follow directions
- Knowledge of efficient office procedures and practices
- Maintain advising records and confidential student evaluation records
- Work to position students to meet requirements for graduation within appropriate periods of time while preparing them to meet future goals
- Advise students individually and/or with groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and district resources.
- Assist students in the development of academic schedules appropriate for the stated educational goals of students
- Guiding students in decision-making and learning how to accept responsibility for their decisions
- Assist all students seeking academic information
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds
- Provide office and clerical support as needed
- Attend trainings and meetings as needed
- Coordination and participation of Parent/Teacher conferences and meetings
- Compile data and reports
- Communicates clearly and appropriately and makes independent decisions within established policies and procedures
- Participates in school/community collaborative efforts to improve services and support to student's attendance, academic, behavior, and social/emotional problems.
- Collaboration with parents, administrators, teachers, community, and outside agencies
- Familiar with intervention programs and community resources
- Proactive work to remove personal and social barriers to learning
- Provide academic, career, personal, and social development support for all students
- Team member of IEP, 504, Crisis Intervention, & MTSS meetings
- Performs other duties as assigned by the supervisor

### **PHYSICAL REQUIREMENTS:**

- Physical stamina and occasional lifting up to 40 lbs.
- Ability to sit for prolonged periods of time.
- Ability to stand, walk and bend on a frequent basis.
- Ability to use computer, telephone, and other office equipment for extended periods of time.



**RATE OF PAY:**

- According to the Classified Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Board Adopted:** June 20, 2023