

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Advisor, Guidance & Learning	<b>REPORTS TO:</b>	Principal
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-24/Management Salary Schedule

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**(Former Classifications: Categorical Learning Coordinator MS and Guidance Learning Coordinator)**

**BASIC FUNCTION:**

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students through the effective management of an assigned area; develop and implement a guidance and counseling advisory program in support of students learning at grade level and beyond; provide for academic guidance, discipline, counseling and referrals to assist students to stay in school on target to graduate; provide data management and analysis of school level data on a routine basis in order to drive instruction for student success; administer tests.

**REPRESENTATIVE DUTIES:**

Plan, organize, develop and implement a guidance and counseling advisory program and/or academic intervention program to meet the needs of students and families in support of providing students access to a variety of learning options to achieve their personal best; provide academic, career and personal guidance and counseling services to students and prepare and maintain student records to ensure students stay in school on target to graduate. *E*

Coordinate and administer State and District-mandated standardized tests as assigned. *E*

Assist staff with implementation of District or site developed programs including the design and implementation of the master schedule. *E*

Analyze student data and determine individual needs for intervention programs for students with the highest risk of failing, to ensure all students learn at grade level and to make meaningful school-wide instructional decisions. *E*

Provide on-going academic goal setting, individual plans for self-improvement and social/emotional counseling as assigned to students to expand practices proven to raise student achievement; conduct student conferences and refer students and families to appropriate agencies, support services, and community resources as needed; identify and implement plans for student self-monitoring. *E*

Coordinate the student admission program; confer with families, students, Student Services personnel and SARB representatives regarding attendance. *E*

Develop and administer disciplinary procedures including conduct referrals, suspensions and expulsions in accordance with District policies and State laws; collaborate and confer with students, families, teachers and community agencies; respond to and resolve student, family, staff and community complaints. *E*

Assist with coordination, development and supervision of student activities and students before, during and after school; assist with the development of teacher supervision schedules to provide students access to high quality learning options and a variety of activities to achieve their personal best. *E*

Work and collaborate with the management team and teachers to ensure that students with unique educational needs such as EL, Migrant, EDY and Special Education students have equal access to the core curriculum through appropriate schedules. *E*

Participate in the development of goals and objectives as well as policies and procedures in support of educating students at a high level and achieving their personal best; make recommendations for changes and improvements; implement approved policies and procedures and monitor work activities to ensure compliance with established guidelines. *E*

Train, supervise and evaluate the performance of certificated staff; provide clear, constructive feedback to improve staff effectiveness; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Provide information on the dynamics of early adolescent growth and behavior and identify problems which may affect student behavior and achievement. *E*

Coordinate articulation activities with feeder elementary/middle schools, including orientation and pre-registration; work with department and site leaders to develop and establish transition programs for students going from middle school to high school or from high school to college/career who are at risk of failing. *E*

Oversee and participate in enrollment, student class changes and leveling procedures. *E*

Interpret policies and procedures to staff, students, families, community members and others. *E*

Participate in the School Site Council and the site leadership team as assigned; write and evaluate single site plans for student achievement to provide students access to high quality learning options. *E*

Assist with planning and implementing staff development activities; conduct trainings as assigned; attend a variety of meetings and events related to assigned area. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and three years of successful teaching experience or experience in pupil personnel services; Teaching experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California credential authorizing secondary administrative or pupil personnel services.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Management principles and practices including organization, supervision and training.
- Principles and procedures of curriculum development and implementation.
- Ancillary services within a school and how they relate to the total program.
- Principles and procedures related to personal and academic counseling techniques.
- Graduation and college entrance requirements as related to assigned duties.
- Laws regarding minors and child abuse reporting.
- Testing and registration procedures.
- Interpersonal skills using tact, patience and courtesy.
- Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of District students.
- Oral and written communication skills.
- Student assistance programs and community referral resources.
- Applicable sections of the Education code and other laws, rules and regulations related to assigned activities.
- Accurate record-keeping techniques.
- Operation of a computer to enter data, maintain records and generate reports.
- District organization, operations, policies, objectives and goals.

**ABILITY TO:**

Read, interpret, comprehend, apply and explain laws, rules, regulations, policies and procedures relating to school administration.

Identify and determine the nature of student academic and social needs and provide appropriate assistance.

Provide career guidance and counseling services.

Supervise and evaluate personnel.

Communicate, understand, and follow both oral and written directions effectively.

Make presentations and deliver in-services in area of specialty.

Analyze situations accurately and adopt an effective course of action.

Plan, prioritize and organize work to meet schedules and time lines.

Demonstrate loyalty and high ethical standards.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results.

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school environment; constant interruptions; contact with dissatisfied individuals.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; seeing to monitor and read documents; hearing and speaking to exchange information and make presentations; lifting light objects; walking to supervise campus activities; reaching overhead, above the shoulders and horizontally, bending at the waist to retrieve and store files.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

*E=Essential Functions*