



## JOB DESCRIPTION

<u>Title:</u>	<b>Academic Advisor</b>
<u>FLSA Status:</u>	<b>Nonexempt</b>
<u>Reports to:</u>	<b>Principal</b>
<u>Compensation:</u>	<b>\$29.32</b>
<u>FTE:</u>	<b>Full Time</b>
<u>Schedule:</u>	<b>8:30 AM – 5:00 PM and 12:00 PM – 8:30 PM (To accommodate students' needs, the Academic Advisor works during the evening at least two days a week)</b>
<u>Benefits:</u>	<b>Medical, Dental, Vision, Life Insurance, FSA, Free Childcare, Vacation and Sick paid Time OFF</b>

### **ABOUT ESCUELA POPULAR:**

Escuela Popular (EP) began as a community-based grassroots school to address a growing need for English instruction in East San Jose and as a consequence, has been providing educational services since 1986. Within the first year of its operations, the demand for learning and schooling grew rapidly and EP continued to expand in numbers of students, classes, and services to meet the growing needs. EP currently has 3 academies; K-8<sup>th</sup> grade Dual Language Academy, 9-12<sup>th</sup> Grade Youth Academy, and 9-12<sup>th</sup> Grade Adult in the PM and AM academy. Our school is open from 7 AM to 11 PM.

### **POSITION SUMMARY:**

Under general direction, the Academic Advisor works with students in both high school programs to address all students' academic and career development needs. The Academic Advisor shall provide support to the school counseling program that promotes and enhances student achievement and retention. The Academic Advisor shall promote equity and access to opportunities and enrichment experience for all students.

The Academic Advisor shall support the students' intake process. The Academic Advisor assists the Academic Counselor when working with students to develop individualized learning plans. These plans shall help students establish personal goals and develop future plans. The Academic Advisor works closely with the student services team to provide early identification of students at risk of failing or leaving school prematurely and applies appropriate interventions, both instructional and with auxiliary services; and works directly with families and appropriate staff to assess the student's needs for special services.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities may include, but are not limited to the following:

- Assists the Academic Counselor in maintaining the academic records for all graduating students.
- Collaborates with students, parents, and appropriate staff to address the needs of all students through prevention and intervention programs.



- Coordinates and provides programming to increase student engagement and retention.
- Provides incoming students with an orientation to the school and its programs.
- Meets with students who have referred themselves or who have been referred by others for counseling in personal and social matters that may prevent them from continuing their studies.
- Assists the Academic Counselor with annual meetings with students on an individual basis or in class setting to develop an educational plan which will provide normal progress towards graduation and established career goals or towards appropriate alternative programs.
- Assists in student class schedule adjustments and student instructional progress checks as requested or as needed.
- Participates in the parent teacher conference as needed with each student who has been identified as “at risk.” Families will be urged to attend this conference which will be used to review graduation progress, specific educational plans, and career opportunities.
- Informs the student/family of the student’s progress toward meeting graduation requirements.
- Informs students and parents of special programs available to them, for example, special education, alternative programs, and career-oriented programs, and work experience.
- Provides students and parents with information and assistance about specific college admission requirements, admissions tests, and their interpretation, financial aid, and a full range of non-college, post-high school alternatives.
- Offers to meet with students to provide interpretation of college admissions tests, academic achievement tests, aptitude tests, and interest inventories.
- Meets with non-graduating seniors to develop alternative plans for graduation or for other post-high school options.
- Meets with seniors regularly to ensure they are passing or graduating.
- Assists with college, Federal Financial Scholarship Application (FAFSA), and Dream Act applications.
- Communicates with teachers to ensure students are passing course work.
- Oversees graduation and meets with students who will be graduating.
- Assist in creating schedules every quarter.
- Meets with students to ensure they are passing course work.
- Oversees College Day and Career Day.
- Organizes college field trips and coordinates visits from college counselors to classrooms.
- Supports Student and Family Services Lead in bringing different resources, information, and presentations regarding social-emotional support and others.
- Facilitates individual and or group meetings with students to review and process school expectations (dress code, attendance, behavior, school culture, etc.).
- Supports schools' initiatives to promote a safe and healthy environment.
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- Assist to organize, plan and facilitate SST 504 meetings.
- Punch and approve for all hours worked in the school’s information system, Paylocity on time.

Other:

- May attend and/or participate in school and community events as necessary with supervisor’s approval.
- Performs other duties as assigned.



- Participates in mandatory all-staff meetings.

### **REQUIRED EDUCATION, EXPERIENCE, AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- Bachelor's degree from an accredited college or university with major course work in Academic Counseling, or a closely related field. (Required)
- Minimum of one (1) year of academic school support experience. (High Preferred)
- Bilingual in English and Spanish. (Required)

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft Word, Excel, PowerPoint, Google suite, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Inventory practices and procedures.
- Time management with proven ability to meet deadlines.
- Management skills.
- Strong written and interpersonal communication skills.
- Problem solving and critical thinking skills.
- School policies, procedures, and regulations.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy and maintain detailed and accurate records.
- Troubleshoot hardware and software problems as and/or if needed.
- Exercise independent judgment in correcting errors or omissions.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Communicate clearly and effectively, both orally and in writing.



- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Maintain a firm but a courteous attitude toward individuals.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality of student or staff information.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.
- Demonstrate a willingness to offer and receive suggestions/feedback.
- Use diplomacy with students, parents, staff, and the public.
- Demonstrate an awareness of the social-economic and ethnic makeup of the community.
- Promote community responsibility among students.
- Learn and apply the correct restraint of a student who may be a physical threat to himself/herself or others if CPI certified.
- Implement verbal de-escalation and preventive measures.
- Report to work on a regular and punctual basis on the HR Information System.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

### **PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

Generally, the job requires 70% sitting, 15% walking, and 15% standing. Sufficient strength, stamina, physical ability and mobility to maintain rigorous work schedule requiring continuous physical exertion by performing manual labor including lift, carry, push and/or pull or otherwise move moderately heavy to heavy loads up to 10 pounds.

Never: 0%  
Seldom: 1% - 10% (less than 45 minutes)  
Occasionally: 11% - 33% (up to 3.0 hours)

Frequently: 34% - 66% (up to 6 hours)  
Continuously: 67% - 100% (greater than 6 hours)



## **WORK ENVIRONMENT**

This position will include indoor and outdoor work (classroom, offices, cafeteria, eating area, common area, auditorium, playground(s), restroom(s), stairs if applicable, roof(s) and parking lot(s)) and/or shop environment including confined spaces with the following possible exposures: dust; wind; sun; insects; chemicals including hazardous chemicals, solvents and oil; fumes from chemicals and odors; grease; bloodborne pathogens and biohazardous waste; variances in temperature; variances in weather conditions (snow, rain, sleet, etc.); electrically and mechanically operated equipment with moving parts; noise which can range from quiet to loud at any given time; playground projectiles such as baseballs, footballs, basketballs, etc.; intervening physically to stop conflicts between angry or emotionally upset students; and dealing with students, parents, employees and the general public who may exhibit unpredictable or anti-social behavior.

### **Right to Revise:**

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.