

WINDSOR UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Student Advisor

DEFINITION: Under the general supervision of the administrator in charge, monitor the school campus and surrounding areas to support a safe and secure environment and encourage consistent student attendance.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- May supervise detention classes and students in other classrooms and outside situations
- Implements anti-drug, gang, and juvenile prevention strategies, as needed
- Conferences with students, teachers, and counselors regarding student behaviors
- Observes, reports and intervenes, when appropriate as follows: any health and safety problems, violation of school rules and regulations, and any activities of students or others considered dangerous or objectionable
- Under the direction of supervisor, telephones parents to communicate attendance patterns of students
- Monitors school campus including parking lots, gymnasiums, campus corridors and areas adjacent to campus to ensure a safe and secure environment
- Mediates student conflicts as appropriate emphasizing techniques of conflict resolutions
- Advises non-students against loitering on campus as per penal code
- Supervises athletic activities
- Refers students to supervisor when indicated
- Works closely with the school administration to pro-actively resolve student conflict
- Greets and directs visitors
- Performs miscellaneous office tasks
- Performs other related work as required

REQUIRED QUALIFICATIONS

KNOWLEDGE OF:

- Conflict resolution techniques
- Behavioral patterns of adolescents
- Indication of gang affiliation
- Adolescent development

ABILITY TO:

- Provide leadership to young people to help students develop a positive self-image
- Understand and carry out written and verbal instructions

- Identify various illegal substances and recognize symptoms of drug or alcohol abuse
- Establish and maintain cooperative relationships with those students and adults contacted in the course of the job
- Communicate well verbally and in writing
- Simultaneously handle multiple ongoing projects and processes
- Analyze situations and adopt a course of action; solve many problems independently and without supervision
- Spend a significant part of the day walking
- Learn and apply First Aid and CPR
- Learn and apply District Disaster Preparedness Plans
- Relate positively to students, staff and the public
- Maintain confidentiality of school related information

EDUCATION:

- High school diploma or equivalent
- AA Community College or Equivalent experience

EXPERIENCE:

- At least one year experience involving extensive public contact, preferably with teenage students

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish
- Experience in a counseling role

First Reading: March 17, 1998

Approved: April 7, 1998

Reviewed by Classification Study Committee: July 27, 2016

Approved: 7/17/2018