

## North Monterey County Unified School District

### DRAFT POSITION DESCRIPTION

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Position Title:	Class Advisor
Department:	N/A
Reports To:	Activities Director

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#### **SUMMARY:**

This position is responsible for providing instruction and academic advisory services to a variety of students in a classroom and other settings, in addition to being credited for the completion of adjunct duty for the school year. The Class Advisor will be evaluated annually by the administrator on his or her performance of duties.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

1. Follows and maintains knowledge of all District policies and procedures.
2. Attends all class, advisory, Homecoming and beginning of the year orientation meetings.
3. Advises students in learning and applying school policies and procedures.
4. Ensures adherence to proper procedures in collecting and the disbursing of funds.
5. Completes required paperwork in specified time and manner.
6. Attends class fundraising and extra-curricular activities.
7. Assists students with managing behaviors.
8. Supervises students in school settings and at special events.
9. Assists administration in implementing policies and rules governing student life and conduct.
10. Outlines Homecoming Week's activities and class competition guidelines.
11. Organizes Homecoming committees.
12. Attends all school day class meetings, and skit practices.
13. Assists with selection of class song and selection and design of class motto.
14. Chaperones during Homecoming week.
15. Plans, organizes, and chaperones NMCHS Prom.
16. Works with the Activities Director.
17. Informs administration of class activities.
18. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls and/or email.
19. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers or students therein.
20. Uses a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
21. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
22. Appropriately maintains and secures confidential records and inquiries.

#### **QUALIFICATIONS/TRAINING/EXPERIENCE**

1. Possession of a valid CA teaching credential or equivalent.
2. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).

3. Documentation of a clear criminal record.
4. Complies with drug-free workplace rules and board policies.
5. Successful completion of all pre-requisite training for advisors by the North Monterey County Unified School District.
6. Understanding of the principles of student growth, development, and learning, and of how to promote a positive co-curricular program.
7. Positive leadership ability.
8. Determination to develop the best possible educational and co-curricular programs for all students; embracing diversity.
9. Oral and written skills.
10. Interpersonal skills using tact, patience and courtesy.
11. Has substantial knowledge of the technical aspects of the related activity and is willing to examine new theories and procedures important to the field.
12. Must possess effective leadership techniques and skills.
13. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
14. Valid California Driver's License and a signed DMV pull notice authorization prior to driving a district vehicle.

### **DESIRABLE QUALIFICATIONS**

1. Maintains appropriate certifications and training hours as required.
2. Demonstrates professionalism and contributes to a positive work environment.
3. Organizes tasks and manages time effectively.
4. Skillfully manages individual, group, and organizational interactions.
5. Effectively uses verbal, nonverbal, writing, and listening skills.
6. Averts problem situations and intervenes to resolve conflicts.
7. Exhibits consistency, resourcefulness, and resilience.
8. Exercises self-control and perseverance when dealing with students.
9. Maintains an acceptable attendance record and is punctual.
10. Plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties. Sensitivity to characteristics and needs of all children.
11. Ability to manage equipment/materials.
12. Ability to implement policy and regulations.
13. Collaborative and problem solving orientation.

### **WORKING CONDITIONS**

**Mental Demands:** problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, and presenting. Duties may require working extended hours. Duties may require working under time constraints to meet deadlines.

**Physical Demands:** sitting, standing, walking, writing, talking, and demonstrating, ability to carry up to 25 pounds on an intermittent basis

**Environmental Conditions:** inside, outside, working with students and within an environment of regular and sustained loud noise.

**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 duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.**

Board Approved: