

## INDEPENDENT STUDY STUDENT ADVISOR

### Definition

Supervised by the Principal of Alternative Education, the Independent Study Student Advisor assists students to make appropriate course selection decisions.

### Essential Responsibilities

1. Assist in evaluating and maintaining student transcripts;
2. Advise and assist graduates in further education, financial aid, technical schools, military service, and in vocational and career choices;
3. Assume an instructional load and associated responsibilities as assigned by the Alternative Education Principal;
4. Apprise instructors and students of graduation requirements and the recommended course of study;
5. Make recommendations for curriculum development and improvement in light of program goals, student needs, and graduation requirements;
6. Participate cooperatively with the site principal, the director, and instructional staff to best serve the needs of individual students;
7. Attend placement committee meetings;
8. Order and maintain teaching materials necessary for effective instruction;
9. Assume additional responsibilities as assigned by the principal.

### Qualifications

1. California teaching credential;
2. Competence in all general academic areas;
3. Ability to get along with staff and parents;
4. Exhibit a vital interest in the welfare of students.

### Experience

Three years of successful teaching experience, including alternative education.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is required to: regularly stand, walk, sit, and talk or hear; occasionally reach with hands and arms; frequently lift and/or move up to 10 pounds such as boxes of books and teaching material; frequently interact with the public and other staff; and occasionally work extended hours.. Specific abilities required include close vision, distance vision, peripheral vision, and the ability to adjust focus, the ability to hear conversations in quiet and noisy environments, and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors with some outdoor work. The employee is required to interact occasionally with dissatisfied or abusive individuals. The employee is directly responsible for the safety, well-being and work output of students.

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended 9/19/88, Revised 9/97