



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Student Advisor	<b>Department:</b>	Instructional Assistants
<b>Reports to:</b>	Assistant Principal	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>	August 11, 2021	<b>Work year:</b>	9 months
<b>Revision(s):</b>			

### **DEFINITION:**

Under the direction of an Assistant Principal, serves as a liaison between school administration, students and community members to ensure the observance of campus rules and regulations; supervises groups of students as assigned.

### **QUALIFICATIONS:**

#### **Education:**

High School equivalent

#### **Experience:**

Experience working with secondary age students

#### **License and/or other qualifications:**

None

#### **Knowledge and Abilities:**

##### **Knowledge of:**

- Basic office equipment and current software programs
- Campus rules and regulations affecting student behaviors
- Methods in dealing with students under normal as well as adverse circumstances
- School rules enforcement techniques and methods
- Social and personal needs of secondary students

##### **Ability to:**

- Use current office equipment and software programs
- Deal effectively with student disturbances
- Protect students from harm, work cooperatively with staff, students, neighbors and visitors
- Read and write at the level required for successful job performance
- Analyze situations accurately and adopt an effective course of action
- Develop friendly, supportive and yet firm relationships with students

### **ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Patrols and supervises the campus and parking lot before school, break, lunch after school and other times as needed, to ensure that campus rules and regulations are being observed.
2. Directs visitors on campus.
3. Communicates with staff using a radio.
4. Enforces student rules and regulations.
5. Witnesses' student searches; may perform locker searches for school property and otherwise enforce school regulations.
6. Handles minor classroom behavioral referrals; works with appropriate Assistant Principal on major behavioral infractions.
7. Appropriates conflict intervention with students; communicates with students in a way that promotes their resolving of conflicts or personal problems.
8. Assists students, faculty and staff in emergency situations.
9. Confers with students/teachers/counselors regarding student behavior.
10. Breaks up student disturbances; refers discipline problems to the Assistant Principal.
11. Handles tardy referrals and cutting; works with Assistant Principal regarding attendance issues.
12. Contacts parents using the phone, email and in-person regarding matters such as student classroom behavioral referrals; attendance issues.
13. When directed by the Assistant Principal, will schedule and conference with parents.
14. May escort students to class as necessary to ensure attendance and to reduce the opportunity for disturbances.
15. May supervise detention classes and students in other classroom and outside situations.
16. Patrols hallways during class time.
17. May distribute detention reports to teachers and detention notices to students.
18. Supervises various areas of the school grounds to ensure that campus rules and regulations are being followed.
19. May Participate and provide input at weekly Student Study Team as needed.
20. Assists with other school functions, including office work as directed by the Assistant Principal.
21. Develops a friendly and supportive relationship with students while ensuring their compliance with school rules and regulations.
22. May communicate with local neighbors to ensure their cooperation with students and their fair treatment regarding student activities and involvement.
23. May facilitate and present at student orientations.

#### **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.*

1. May perform other duties related to this job description.

#### **WORK ENVIRONMENT:**

*Performance of the essential job functions involves typically working in an environment as described here below.*

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor surfaces
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yelling, screaming
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust (outdoors)
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with bio-hazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids

**PHYSICAL DEMANDS:**

*Performance of the essential job functions typically requires the physical demands as described here below.*

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking				X	
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing			X		
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

*This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.*