

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: GUIDANCE ADVISOR**

**BASIC FUNCTION:**

### Elementary

Under the direction of an assigned supervisor, perform duties to help meet the Developmental Guidance Program goals through direct services to students on the playground, in the classrooms, in small groups and in individual conferences; advise and confer with teachers and parents.

### Secondary (6-12) Level

Under the direction of an assigned supervisor, perform duties to assist in the identification of students who are at risk of dropping out of school; provide investigative and follow-up services to students, parents and staff; advise and confer with students, teachers, counselors, parents and others.

**REPRESENTATIVE DUTIES:**

Consult with principal, counselor, teacher, and psychologist on a regular basis regarding guidance activities and students who are being seen in the guidance center.

Under supervision, may organize and facilitate small group guidance discussions, clubs, activities and tutoring.

Participate in classroom guidance lessons, with the classroom teacher and/or counselor, using District approved curriculum.

Interact with students on the school grounds during recess/nutrition and lunch, and assist with appropriate social interaction and conflict resolution skills.

Provide short-term individual guidance in the form of behavioral and academic contracts.

Consult with parents and school staff to help students experience success in school.

Assist guidance and counseling staff with workshops and inservices.

Attend Student Study Team meetings, when appropriate.

Attend Guidance Council meetings, appropriate weekly training sessions, conferences and workshops.

Provide a weekly schedule of activities to school staff.

Assist in the assessment of the school's needs and development of a program to meet those needs by participating in faculty inservices and assisting with the development of curriculum activities and materials for the guidance program.

Assist in crisis intervention.

Assist school administrators and counselors in the identification of students at risk of dropping out of school as evidenced by excessive absences, tardies and poor academic performance.

Advise and confer with individual students concerning factors which impede classroom performance; develop methods of improvement and possible resolutions.

Gather information pertinent to casework by communicating with the student's family, counselors, teachers, employer and applicable community agencies.

Monitor the attendance records of at risk students; monitor academic progress by means of report cards, progress checks and teacher conferences.

Perform follow-up activities in person and on the telephone with students, teachers, parents, counselors and representatives of community agencies.

Prepare and maintain records and reports related to the grades, attendance profile and other pertinent information on at risk students; prepare case records documenting individual conferences.

Attend a variety of meetings, workshops and community resource seminars; serve on committees related to the guidance of at risk students.

Communicate with a wide variety of school and District personnel regarding the support and special needs of at risk students; exchange and clarify information and feedback.

Confer with professional staff and assist in the development of appropriate plans of action such as parent and teacher conferences, private counseling, tutoring, crisis intervention or referral to community agencies.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Basic counseling techniques including crisis intervention.

Family dynamics and community resources.

Developmental stages of children and/or adolescents.

Needs, problems and behavioral patterns of children and/or adolescents.

Program definitions and requirements.

Applicable sections of the State Education Code and other applicable laws.  
Record-keeping techniques.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.  
Applicable District policies and objectives.

**ABILITY TO:**

Advise and confer with students.  
Develop rapport and communicate effectively with adolescents.  
Gather and share information with students, teachers, counselors and parents.  
Motivate adolescents and understand their needs and problems.  
Prepare and maintain case records, files and reports.  
Work confidentially with discretion.  
Meet schedules and time lines.  
Understand and follow oral and written directions.  
Communicate effectively both orally and in writing.  
Work independently both orally and in writing.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college level course work in psychology, sociology, or related field and relevant experience in the training and guidance of children and/or adolescents.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

School office environment. Travel to community agencies and student's homes.