



Longview Independent School District

JOB DESCRIPTION

ACADEMIC SCHOLARSHIP ADVISOR

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| JOB TITLE: | Academic Scholarship Advisor | WAGE/HOUR STATUS: | Exempt |
| REPORTS TO: | Principal | TERMS: | 187 Days |
| DEPARTMENT: | High School | PAY GRADE: | Administrative 1 |

PRIMARY PURPOSE:

Plan, implement and evaluate a comprehensive academic scholarship program for high school students; provide a proactive developmental guidance program to encourage all students to maximize personal growth and development; assist grade level principal in maintaining a smooth running daily routine

QUALIFICATIONS:

Education/Certification:

Bachelor's degree from an accredited college or university

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills
Ability to coordinate scholarship programs and high school activities

Experience:

Two years experience working with students in an academic advising capacity

MAJOR RESPONSIBILITIES AND DUTIES:

School/Organizational Climate

1. Provide guidance to individuals and groups of students to develop education plans and career awareness
2. Consult parents, teachers, administrators and other appropriate individuals to enhance their work with students
3. Work with school personnel and school district residents to obtain resources for students



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

School/Organizational Climate (continued)

4. Compile, maintain and file all required physical and computerized reports, records and other documents as required
5. Implement scholarship and financial aid programs to students and parents
6. Assist Counselors students' grades 9-12 in scheduling activities for academic workshops
7. Provide college and vocational guidance services to students in grades 9-12
8. Provide individual and small group assistance as needed
9. Update all guidance, scheduling and academic materials and handbooks
10. Publicize financial guidance services and information through various media
11. Coordinate guidance services with college and university program requirements
12. Provide career and vocational speaker program for grades 9-12

School/Organizational Improvement

13. Help principal develop, maintain, and use information systems to maintain records to track progress on campus performance objectives and academic excellence indicators
14. Assist with calendar academic development for the high school student's grades 9-12

Administration and Fiscal/Facilities Management:

15. Comply with federal and state laws, State Board of Education rule, and board policies

Student Management:

16. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable

Professional Growth and Development:

17. Participate in professional development to improve skills related to job assignment



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

School/Community Relations:

18. Model behavior that is professional, ethical and responsible
19. Articulate the school's mission to community and solicit its support in realizing mission
20. Demonstrate awareness of school-community needs and initiate activities to meet those needs
21. Use appropriate and effective techniques to encourage community and parent involvement

Other:

22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2017