



# Longview Independent School District

## JOB DESCRIPTION

## DUAL CREDIT/EARLY COLLEGE ACADEMIC ADVISOR

<b>JOB TITLE:</b>	Dual Credit/Early College Academic Advisor	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal	<b>TERMS:</b>	226 Days
<b>DEPARTMENT:</b>	High School	<b>PAY GRADE:</b>	Professional 1

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### 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:

#### Minimum Education/Certification:

Bachelor's Degree from an accredited college or university  
Master's degree in guidance counseling, preferred

#### Special Knowledge and Skills:

- Ability to interpret data
- Ability to speak effectively before groups of parents, students and staff
- Strong organizational, communication, and interpersonal skills
- Ability to instruct students and manage their behavior

#### Minimum Experience:

Five years of experience in advising students



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### 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
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



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

#### 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

#### 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

#### Dual Credit Liaison

14. Assist high school instructors with the development of their Dual Credit Syllabi based on syllabi requirements to meet approval guidelines
15. Sign the high school instructor's Dual Credit Articulation Agreement
16. Regularly review course syllabi submitted by high school instructors for approval
17. Ensure the Dual Credit course reflects the college's and/or academic department's pedagogical, theoretical, and philosophical orientation through a site visit
18. Supply high school instructors with current sample syllabi, sample exams, textbooks and other course materials when requested
19. Discuss the college experience to high school students. This may be done when faculty liaisons visit the high schools or when the Dual Credit program instructors bring high school students to visit a college campus; assist the Dual Credit program office with department tours



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### **MAJOR RESPONSIBILITIES AND DUTIES: (continued)**

#### **Other**

20. Comply with district policies, as well as state and federal laws and regulations
21. Adhere to the district's safety policies and procedures
22. Maintain confidentiality in the conduct of district business
23. 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)
24. Demonstrate regular and prompt attendance
25. Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES:**

None

### **EQUIPMENT USED:**

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

### **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



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### WORKING CONDITIONS: (continued)

#### 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.

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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: JULY, 2020