



Sequoia Union High School District

Job Description

JOB TITLE:	Head Guidance Advisor
ADMINISTRATIVE RELATIONSHIP:	The Head Guidance Advisor is directly responsible to the principal through the instructional vice principal.
CLASSIFICATION:	Certificated
REQUIREMENTS	Minimum Degrees/Credentials/Experience Required for Position B.A. (B.S.) and valid California credential authorizing pupil personnel services, and the equivalent of four years' experience as a school counselor.
SALARY SCHEDULE:	Certificated Salary Schedule
WORK - YEAR / HOURS:	210 days The head guidance advisor may work additional days beyond the regular classroom teacher work year, including one week in June after school is out and beginning August 1, but not to exceed 25 days. Compensation will be at the regular per diem rate of pay.
LOCATION:	Various
BOARD APPROVAL:	July 18, 1979 Revised December 1989

BRIEF DESCRIPTION OF POSITION

The head guidance advisor is responsible for coordinating the planning, supervision, implementation, and evaluation of the guidance program in a school. The head guidance advisor will also provide direct services to students, parents, and staff.

DUTIES AND RESPONSIBILITIES

1. Coordinates the implementation of the district guidance plan and the work of the guidance staff; supervises the guidance department classified staff; oversees the maintenance of accurate and complete student records and the management of the department budget.
2. Assists students in defining long range educational goals and assists in making appropriate decisions in program planning.
3. Provides information on graduation requirements, academic honors, college entrance requirements, career training and opportunities.
4. Provides information on sources of financial aid and various special programs for higher education.
5. Coordinates and participates in the student registration process.
6. Orients new students and parents to the school program and the various guidance services available.

7. Consults with school personnel concerning special abilities or problems that students may have.
8. Refers students to other professionals when appropriate.
9. Interprets to students and parents school rules, regulations and programs.
10. Interprets test data to students, parents, and teachers.
11. Writes letters of recommendation for college applicants.
12. Works with the director of student personnel services to implement the district guidance plan.
13. Attends appropriate school and district meetings.
14. Performs other related duties as required by the school principal.