

STUDENT ASSISTANT ADVISOR

DEPARTMENT: Tioga County School Districts
CLASSIFICATION: Competitive
SALARY GRADE: To be determined
ADOPTED: 1/1/96; Reviewed 2018;Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The position involves providing prevention, early intervention, and counseling referral services for students and parents in a school district. An incumbent will also be involved with maintaining data relating to student attendance, personal history, and special programs. The primary goal of the position is to promote regular attendance, positive attitude/self image, and participation in school activities. General supervision is provided by the building principal. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

- Provides liaison services between home, school and other community agencies serving youth and refers students and parents to appropriate agencies for further assistance;
- Advises and consults with professional staff for the purpose of reviewing the cases of "at risk" students;
- Conducts home visits with families of potential student drop-outs for the purpose of enhancing home-school communication;
- Maintains accurate and up-to-date census and attendance records;
- Assists families in the development of positive attitudes about education;
- Provides awareness and support for quality parenting skills and child care;
- Assists the school district's representative in court hearings involving student attendance matters;
- Maintains appropriate records including an up-to-date master case list of students identified as potential drop-outs;
- Maintains individual case files;
- Monitors attendance of students missing more than 90% of school and determines appropriate action;
- May coordinate programs for students such as social problem solving classes and support groups for children of divorce;
- Consults with professional staff regarding child abuse reporting;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of individual school district policies and rules relating to student counseling services and confidentiality; working knowledge of public and private agencies which provide youth services and other community human service agencies; general knowledge of the skills of crisis intervention, assessment, and evaluation; general knowledge of the psychology of adolescent development and related behaviors; ability to recognize sympathetically to a potentially difficult client population; ability to establish and maintain effective, confidential working relationships; ability to organize and maintain data; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and **EITHER:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in human services, behavioral sciences, education or closely related field; **OR**
- (b) Completion of two (2) years from a regionally accredited or New York State registered college or university with course work as indicated in (a) and two (2) years of full-time

2. Student Assistant Advisor

- paid related human service work experience or its part-time equivalent dealing with adolescents; **OR**
- (c) Four (4) years of full-time paid related human service work experience or its part-time equivalent dealing with adolescents; **OR**
 - (d) An equivalent combination of training and experience as indicated by the limits of (a), (b), and (c).

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.