

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 181
RANGE: 136
NON-EXEMPT

COUNSELING AND ACADEMIC TUTOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform specialized activities in support of the program at assigned school district locations; implement various student and family services; assist with student and staff placement and development; perform a variety of specialized recruiting and clerical duties.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advise students on requirements for graduation and academic requirements for the university and state university systems.
- Assist with assignments related to graduation and/or credit recovery as required.
- Communicate with students, parents and outside agencies to exchange information and resolve issues or concerns; collaborate with non-profit organizations as assigned.
- Confer with classroom teachers on the needs, assignments, and progress of migrant students on a regular basis.
- Coordinate and implement various student and family services; assist program administrators in identifying available services for implementation; assess and evaluate program effectiveness and make modifications as needed.
- Coordinate with school staff in the implementation of special projects; assist in organizing special activities and programs.
- Coordinate with site administrators the specifics of assigned program; monitor program needs and collaborate with local resources for implementation.
- Develop, coordinate, and prepare plans and reports for assigned school site coordinators.
- Monitor program attendance; collect, prepare, and develop student data reports.
- Participate in a variety of other assigned activities including Saturday School; prepare program packets as needed; drive migrant families to appointments and other activities as assigned.
- Perform specialized activities in support of the program at assigned district locations.
- Prepare and maintain a variety of records and reports related to assigned activities as required by state and federal agencies; maintain purchase requests records, school profile reports, attendance records, data collection updates and other related documentation.
- Provide individual and small group tutoring to migrant students as prescribed by classroom teachers; support the successful delivery of academic core curriculum to migrant students.
- Provide support to families; encourage parents to enroll their students in courses; make home and school site visits as assigned.
- Provide information and assistance to the supervisor, program participants and others regarding program functions and activities.
- Routinely review student transcripts, grades, current academic status in enrolled courses and attendance.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.

- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Read, speak, translate and/or write in a designated second language.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively with assigned supervisor and team members to ensure the effective and efficient operation of the assigned program.

OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Research and data collection and evaluation methods and procedures.
- Migrant Education Program objectives, policies and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Complete work with many interruptions.
- Compose correspondence and written materials independently or from oral instructions.
- Conduct research and compile and verify data.
- Distribute, screen and process various student forms, applications and documents.
- Maintain records and prepare reports.
- Multi-task projects and shift task direction.
- Meet schedules and timelines.
- Plan and organize work.
- Prepare and maintain student records and files.
- Prepare, maintain and process applicable forms and documentation.
- Understand and follow oral and written instructions.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local

standards, including meeting qualitative and/or quantitative productivity standards.

- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Completion of 48 semester units or an Associate's degree or higher or taken and passed the CBEST exam or successful completion of a rigorous, local, Paraeducator Academic Assessment.
- Coursework in Education, Child Development and/or Business Administration preferred.

EXPERIENCE:

- Three years related field experience.

LICENSURE AND OTHER REQUIREMENTS:

- Read, speak, translate and/or write in a designated second language.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid defensive driving certificate issued by an authorized agency.
- Valid First Aid and CPR Certificate issued by an authorized agency within one year of date of hire may be required.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others. Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to twenty five (25) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 01/22/2014

Revised: 11/14/2017; 09/01/2020; 06/08/2023