

MONTEREY COUNTY OFFICE OF EDUCATION

HIGH SCHOOL CREDIT ADVISOR/CONSULTANT
MONTEREY COUNTY HOME CHARTER SCHOOL

CLASSIFICATION: Certificated
SALARY LEVEL: Home Independent Study Salary Schedule

DEFINITION

Under direction, provides home-schooled students with appropriate assistance with high school credits and alternative options for completing their high school requirements; advises high school staff on school policies, course catalogs and credit options.

SUPERVISOR

On-Site Administrator

POSITIONS SUPERVISED

None

QUALIFICATION REQUIREMENTS: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXAMPLES OF DUTIES

ESSENTIAL DUTIES

Advises homeschooled students as to their high school credits and alternative options for completing their high school requirements; advises high school staff as to high school policies, course catalogs and credits options; assists teachers with students' schedules and classes; assists with providing career and vocational information to students; assists students in utilizing all school and community resources; organizes and facilitates employer, student and parent advisory groups; advises and refers students with personal or financial problems to proper service agencies or school staff; counsels and guides students informally in "world of work techniques"; acts as liaison between teachers, counselors and parents; confers with employers and school personnel as to academic and cultural needs of students; and complies with Monterey County Office of Education Board Policies and Administrative Regulations

OTHER DUTIES

Performs other job-related tasks as required.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines (including computer and classroom A V equipment); vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb or run on occasion; physical mobility sufficient to move about the work environment (office, district, school site-to-site) and drive an automobile and mini-van; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit, stand or walk for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS

- Administrative Credential
- Bachelor of Arts Degree from an accredited college or university
- Appropriate California Credential

- Ability to interact with and maintain cooperative relationships with all levels of staff and the public
- Ability to communicate effectively in the English language both orally and in writing

DESIRABLE QUALIFICATIONS

- Local high school district policies and regulations
- Knowledge of Education Code
- Knowledge of GED/CHSPE testing
- Bilingual (Spanish/English)