

Position:	Guidance Instructional Specialist, Sr.	FLSA:	Exempt
Department/Site:	Site		
Reports to/Evaluated by:	Principal	Salary Schedule:	Administrative Management

SUMMARY

Under general direction of the site administrator coordinates, directs, and implements complex and highly detailed administrative duties. Provides support services to students, staff, and parents. Partners with schools and committees to ensure all students reach their fullest potential and increase student achievement for all students.

DISTINGUISHING CAREER FEATURES

Works with minimal supervision to carry out wide range of administrative duties in support of the school operations. Incumbent has a wide degree of latitude in carrying out complex and highly detailed administrative duties. Problems are broadly defined and of a highly technical nature and require sound judgment and analytical skills to resolve. Interactions cover a wide range of internal and external contacts and may include senior staff and administrators, outside consultants and individuals from auditing and State regulatory groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in the organization and administration of the school in the implementation of the district’s instructional program. Adjusts the school program and procedures to the requirements of the individual student needs. Screens student study team referrals and initiates appropriate action as needed.
- Assist in the communication of school and district goals, procedures and objectives. Establish effective interpersonal relationships with the school community, staff and student body. At the high school level, provide communication plan of goals, objective, and procedures regarding designated duties assigned by the principal.
- Maintains preventative discipline, attendance, guidance and academic files as appropriate. At the high school level, maintains relevant files/records for designated duties assigned by the principal.
- Assist in key leadership projects including curriculum development, data analysis, personnel, budgets and staff development.
- Assists in effective methods of motivating good behavior, maintaining discipline and providing guidance as needed.
- Assumes appropriate designated duties in the absence of the site administrator.

- Assists in obtaining the involvement of staff, students, parents, and community in establishing school goals.
- Assists in providing leadership and guidance in adjusting the school's program and procedures to the requirements of the individual student's needs.
- Coordinate site CST, math placement and benchmark testing.
- Assist with development, coordination and supervision of student activities.
- Confer with students, parents, teachers and agencies as needed.
- Assist with early intervention strategies for students with special needs.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Comprehensive understanding of District operations, policies, procedures and goals is essential. Thorough knowledge of District processes and programs is essential. In-depth knowledge of Federal, State and local laws and regulations applying to District operations essential. Requires strong communication skills to explain complex and detailed information and train staff in financial processes.

Abilities: Requires the ability to perform the essential responsibilities and work tasks of the position. Must be able to prepare complex analyses of systems and write reports which adequately communicate problems and solutions. It is imperative that the incumbent be able to organize and prioritize work in order to meet rigid schedules and financial timelines. Requires the ability to communicate and work with a wide range of contacts including senior officials, senior administrative staff, community members and peers. Requires the ability to organize, plan and prioritize in order to handle multiple projects simultaneously.

Physical Abilities: Requires sufficient ambulatory ability to perform work at multiple locations. Requires the ability to lift, move, and carry lightweight materials less than 25 pounds. Requires sufficient hand-arm-eye coordination and hand/finger dexterity to use a computer keyboard and common office equipment. Requires near visual acuity to recognize words and numbers. Requires auditory ability to project voice to small groups and to carry on conversations over the phone and in person.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Bachelor's Degree in Education, Management or equivalent is required; supplemented by five (5) years of relevant experience in teaching, office management or closely related experience. Any equivalent combination of education, training and experience.

Credential Requirements: May require a valid Driver's License. Administrative Credential and a valid California Public School teaching credential.

