

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

STUDENT SUPPORT ADVISOR
SEIU

DEFINITION OF POSITION

The Student Support Advisor is responsible for providing a range of supportive services to students, their families, and school staff in order to promote student success and well-being. This role involves addressing a variety of student needs, from academic support to emotional guidance, ensuring that all students have access to the resources and support they need to succeed in their education. The Student Support Advisor will work collaboratively with teachers, education specialists, administrators, school psychologists, counselors, and families to create a positive learning environment and support the individual needs of students. The Student Support Advisor reports to the site Principal, the Student Services Specialist II, or other designee.

EXAMPLES OF DUTIES

The following are typical duties and responsibilities for positions in this classification. Any single position may or may not perform all of these tasks, and/or may perform similar related tasks not listed below.

Student Support Services:

- Provide direct assistance to students in navigating academic, behavioral, and emotional challenges.
- Work with students one-on-one or in small groups to offer guidance on coping strategies, conflict resolution, and social-emotional learning.
- Support students in developing organizational and study skills to enhance their academic success.
- Refer students to appropriate specialists (counselors, tutors, etc.) as needed.

Collaboration with School Personnel:

- Work closely with teachers, counselors, school psychologists, and administrators to develop individualized support plans for students.
- Assist in the creation and implementation of intervention strategies for at-risk students.
- Participate in regular meetings with school staff to discuss student progress and concerns.

Family Engagement:

- Communicate effectively with parents/guardians regarding their child's academic progress, behavioral concerns, and emotional well-being.
- Provide resources and referrals to external community organizations to assist families with additional needs.
- Facilitate workshops or informational sessions for parents/guardians on topics such as student mental health, academic support, and school resources.

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Data Management & Reporting:

- Maintain accurate records of student interactions and support services provided.
- Monitor student progress and track outcomes related to interventions and support plans.
- Prepare regular reports on student progress, challenges, and recommendations for additional support.

Crisis Response:

- Provide immediate support and assistance to students experiencing emotional distress or crises.
- Serve as a resource for students in need of intervention and refer them to appropriate school or community resources.

Other Related Duties:

- Perform other related duties as assigned

DESIRABLE QUALIFICATIONS

Knowledge of:

- Developmental stages and challenges faced by students.
- School and community resources and referral systems available to support students and families.
- Trauma-informed practices and techniques for supporting students with a history of trauma.
- Restorative Practices and Positive Behavioral Interventions and Support programs (PBIS)

Abilities:

- Strong interpersonal and communication skills, with the ability to engage effectively with students, families, and school staff.
- Ability to work collaboratively in a team-oriented environment.
- Ability to handle sensitive and confidential information with discretion.
- Strong problem-solving and conflict-resolution skills.
- Work in a positive manner with students and staff members, while exhibiting patience and compassion.
- Remain calm and professional in crisis situations and provide immediate support as needed.
- Work with frequent interruptions. Strong organizational skills and the ability to manage multiple responsibilities in a fast-paced school environment.
- Recognize student strengths and weaknesses, and effectively communicate observations as appropriate.
- Contribute relevant feedback/information on student progress through observation, interaction, and maintaining accurate records.
- Report potential needs or difficulties to staff.
- Knowledge and application of cultural diversity.
- Maintain regular, reliable and punctual attendance.
- Attend meetings and special functions as requested by the principal or supervising teacher during contractual day.

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EXPERIENCE/EDUCATION

High school diploma or equivalent required; Associate's degree in social services, education, or a related field preferred. Prior experience working with children or adolescents in an educational or support role. Familiarity with the challenges faced by students in an educational setting, including behavioral, emotional, and academic challenges. Bilingual (Spanish) is highly desirable.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Frequently
Standing/walking: Frequently
Waist bending: Occasionally
Neck bending: Occasionally
Squatting: Rarely
Climbing: Rarely
Kneeling: Rarely
Crawling: Rarely
Neck twisting: Occasionally to frequently
Waist twisting: Occasionally
Pushing/pulling: Rarely
Running: Occasionally to Frequently

Reaching:

Above shoulder: Occasionally
Below shoulder: Frequently

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time
11-25 lbs: Occasionally – weights carried up to 100 feet at a time
26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time
51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Frequently
Simple grasping: Frequently
Power grasping: Occasionally
Fine manipulation: Frequently
Hand and arm twisting/turning: Occasionally
Computer operations/writing: Frequently

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OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings
- Obtain basic first aid and CPR certifications
- Obtain and maintain Pro-ACT certification

BOT 4/22/2025