

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE \_\_\_\_\_  
 LAST REVISION DATE 2/12/1992  
 BAND & GRADE B-2-3-6

POSITION TITLE Career/Academic Advisor – Indian Education

IMMEDIATE SUPERVISOR Coordinator of Indian Education

**Job Summary (Basic Purpose of Position)**

**SUPERVISOR**

**EMPLOYEE**

Assist students with career/academic planning, presentations and scheduling in 7-12<sup>th</sup> grades.

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
<b>1.00 PROVIDE CAREER/ACADEMIC SUPPORT SERVICES.</b>				<b>KNOWLEDGE:</b> 1. Post-secondary educational opportunities. 2. Post-secondary applications, scholarships, financial aids available to Indian students. 3. Curriculum of ISD #31 at the Middle and High Schools. 4. ISD #31 policies regarding confidentiality and privacy of data. 5. Indian post-secondary resource personnel.	Evidence will exist indicating that:
1.01 Assist students with career/academic planning and scheduling of classes.	B2	Q85			1.01 All identified students are assisted with career/academic planning and scheduling of classes.
1.02 Assist students in completing post-secondary applications/financial aids.	B2	M15			1.02 All identified students are assisted in completing post-secondary applications/financial aids.
1.03 Provide for tutorial/study skills for students.	B2	W10			1.03 Arrangements are made or provided for tutorial/study skills help for students with identified needs.
1.04 Counsel students regarding career options.	B2	D80			1.04 Identified students are counseled regarding career options.
1.05 Provide individual parent contact and home visits when appropriate.	B2	W10			1.05 Parents of students are contacted and home visits made.
1.06 Provide students with information of other American Indian post-secondary programs.	A1	M30			1.06 Information is provided to students about other American Indian post-secondary programs.
1.07 Maintain a log of chronicle number of students, grades and contact services.	B2	D15			1.07 Log is maintained and available for review daily.
1.08 Provide students with appropriate career presentations.	B2	Q20		<b>ABILITY:</b> 1. Be empathetic and sensitive to students' needs. 2. Instill students' confidence in self-worth. 3. Develop schedules/questionnaires	1.08 Career presentations are scheduled and provided.

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1.09 Develop a follow-up plan to determine students' success and involvement in post-secondary programs.	B2	Q35		to meet students' career/academic goals.	1.09 A follow-up plan to determine students' success and involvement in post-secondary programs is submitted at end of school year.
1.10 Refer students with personal, discipline or academic problems to appropriate staff members.		D5		<ol style="list-style-type: none"> <li>4. Act as a role model.</li> <li>5. Arrange post-secondary career presentations/field trips.</li> <li>6. Works cooperatively with others.</li> <li>7. Achieve parental support and/or assistance.</li> <li>8. Communicate with students, educators and parents.</li> </ol>	1.10 Students are referred to appropriate staff members as need occurs.