

Geyserville New Tech Academy Student Support Services Liaison

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of these leadership-minded staff members and utilize their skills and talents to assist with this goal.

Position Overview/Basic Function

Under the guidance and supervision of the school Principal, the Student Support Services Liaison provides academic counseling/ guidance for current and upcoming high school students at Geyserville New Tech Academy. Some key responsibilities include:

- Maintaining and updating PLPs
- Counseling students on class schedules and college planning
- Assisting with administration of PSAT and enrollment for the SAT
- Providing guidance to the senior class on applying for college, applying for financial aid, filling out the FAFSA/California Dream Act Application, and submitting the Cal Grant applications
- Providing supervision/support when necessary during school related events

Spanish Interpreter

As the Spanish Interpreter for the district, you will be responsible for all written translation / oral interpretation for the Spanish speaking community in various school related settings, including:

- Parent/Teacher conferences
- Special Education meetings (IEP, 504, SST **Oral and Written*)
- Special District meetings/ school events
- Parent contact and Teacher communication
- Phone and front office support

DELAC Assistant/ Representative

Support the DELAC (District English Language Advisory Committee) with:

- Committee creation and training
- Administrative support during meetings
- Informing members /parents on school news and events

- Reporting current CELDT numbers and results to members
- Represent DELAC in the LCAP (Local Control & Accountability Plan) and the annual survey
- Assist with annual planning of Recommendations/Suggestions to the Board
- Coordinate a variety of events and programs (e.g. student assessments, classroom presentations, career fairs, college visits, field trips, student placement and follow up, etc.) for the purpose of supporting the smooth transition from high school to post-secondary education or career employment
- Maintains connection and communication with post-secondary institutions, employers, community leaders and organizations for the purpose of building resources and expanding program opportunities for eligible students
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and to remain knowledgeable of program guidelines
- Other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit

Standards of Knowledge and Ability

Specific skill, knowledge and ability-based competencies are required to perform the functions of the job at a satisfactory level. These include, but are not limited to, the following:

Required skills:

- Operating standard office equipment
- Usage and implementation of pertinent software applications
- Planning and managing projects
- Competency to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions

Knowledge of:

- Review and interpretation of technical information
- Data compilation and reporting
- College and Career programs available to students from a variety of organizations

Education

High School Diploma Required

Ability to:

- Adapt to changing work priorities, including setting and realigning priorities on a continuous basis
- Be attentive to detail

- Flexibility in working with others in a wide variety of circumstances
- Work with significantly diverse individuals and/or groups
- Appropriately maintain confidentiality at all times
- Communicate effectively with persons of varied backgrounds
- Establish and maintain effective working relationships
- Frequently gather, collate, classify, analyze and/or report data using a broad array of methods and systems
- Competently and efficiently use job related equipment

Working Conditions

Majority of work is conducted in general office setting.

Reports To

Superintendent

The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.