

Corning Union High School District

STAR Job Description

JOB TITLE: Navigate Program Assistant

Salary Range: ESP Classified Range

Dept./Family: Administrative Assistant

Immediate Supervisor: Associate Principal Support Services

Approved By: Board of Trustees

DEFINITION:

Under the direction of CUHSD Associate Principal of Support Services, the grant funded Navigate Program Assistant (NPA) will implement and support Counseling activities that support students grades 9th through 12th grades and the first year out of high school; as they “navigate” college and career readiness systems. The NPA will generate newsletters, eblasts and other forms of communication in both English and Spanish. The NPA will utilize technology and strong interpersonal skills to support CUHS School Counselors implement a standards-based counseling program, and students as they “navigate” the systems..

ESSENTIAL FUNCTIONS:

- Exceptional communication skills both face-to-face and with technology.
- Provide a variety of clerical duties to coordinate with all involved.
- Responsible for data collection of program participants.
- Provide support to School Counselors and students in the College and Career Readiness Navigate Program activities.
- Communicate with school personnel, parents and students to exchange information and/or to resolve concerns or issues.
- Compile and distribute various forms of information

ENVIRONMENT:

- Office environment: subject to constant interruptions.
- College or training campuses.
- School setting (indoors and outdoors)

PHYSICAL REQUIREMENTS:

- Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, walking to various sites at the

assigned school, kneeling and bending, reaching horizontally and overhead to retrieve and maintain files and to store supplies and records, lifting and carrying objects weighing up to 30 pounds, and hearing and speaking to exchange information in person and on the phone.

REPRESENTATIVE DUTIES:

- Knowledge of computer systems including Aeries, Excel, Word, Google docs.
- Understand and follow oral and written directions.
- Exceptional communication skills both written and oral.
- Ability to create rapport with high school and college age students.
- Ability to navigate 9-12 and post-secondary systems.
- Answer telephones and greet students and the public courteously.

KNOWLEDGE, ABILITIES AND SKILLS:

- School guidelines, policies, procedure, and schedules.
- Modern office practices, procedure and equipment.
- Computer programs such as Aeries, Excel, Word, Google Docs.
- Proper Use of English: grammar, spelling, punctuation and vocabulary.
- Communication techniques and etiquette.
- Interpersonal skills using tact, patience and courtesy.
- Use the computerized student information management system effectively.
- Work confidentially with discretion as well as independently with good judgment.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.

QUALIFICATIONS

- High School Diploma or equivalent required.
- Two years of increasingly responsible student support job duties.
- Speak English and Spanish effectively

License Requirement

- None