

JOB DESCRIPTION

- TITLE:** **Academic Advisor**
- REPORTS TO:** **District Principal**
- STATUS:** **EXEMPT - Non Supervisory Position**
- PAY:** **SALARY AS DETERMINED BY THE BOARD OF DIRECTORS**

Qualifications

- Master's Degree in Counseling, Guidance, Education, Social Work or a related field **or** a Bachelor's Degree with extensive experience working with youth
- Minimum one year experience working with teenagers, preferably in a school setting
- Demonstrated ability in inter-agency collaboration and networking
- Excellent oral and written communication skills
- Valid and current Fingerprint Clearance Card

Position Overview

The Academic Advisor works closely with classroom teachers to assign classes and monitor academic progress. The Academic Advisor supports teachers in monitoring student progress of all students. This position is responsible for facilitating regular staffings with teachers to discuss and implement academic interventions and to monitor and evaluate student progress.

Essential Responsibilities

School Mission and Vision

- Promote the mission and vision of Edge High School within school and the community
- Model and teach a growth mindset

Student enrollment

- Evaluates transcripts of all new students
- Facilitates class scheduling of new students
- Facilitates placement testing for new students
- Maintains waiting lists and files
- Notifies special education director prior to starting or changing placement of special education or 504 students, respectively
- Submits Weekly Activity Summaries for entering/exiting students to the registrar
- Coordinates records requests in support of the Registrar

Instructional support

- Meets regularly with classroom teachers to evaluate students' progress

- Coach teachers on academic intervention strategies
- Communicate with teachers as needed regarding outside obstacles impacting student progress

Student support

- Collaborate with counselors, principal, attendance and discipline coordinator and registrar to monitor students progress
- Proactively works with students in post-secondary planning
- Works closely with Seniors to facilitate completion of graduation requirements
- Communicates with other schools and agencies on behalf of students
- Acts as liaison and facilitates transition to post-secondary activities, including schooling, military, and vocational
- Provides follow-up guidance to former students
- Notify administration and registrar of changes in a student homelessness status
- Refers students/parents to appropriate community service agencies as needed
- Maintains records in student management system documenting progress and interventions

Key Characteristics

- Adheres to all school policies and procedures
- Focus on students and support persons as customers and commit to working relentlessly to assist them with interactions, resources, and information aligned to Edge's mission
- Coaches, mentors, and challenges others to excel despite obstacles and challenging situations
- Builds positive relationships in and out of the organization
- Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others
- Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to stakeholder needs in a high-quality and courteous manner
- Exercises responsibility and good faith efforts in the proper use and protection of all school properties, equipment, and materials
- Demonstrates a positive work ethic and active participation in school improvement
- Exercises responsibility and good faith efforts in the proper use and protection of all school properties, equipment, and materials

Physical Demands

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Physically demands require the ability to stand, bend, reach high and

low, stoop, and walk around 60% of the day. Must be able to lift 15 to 20 pounds for short periods of time and push and pull 15 to 20 lbs.

Working Conditions

Majority of work performed in a general office environment. Position requires availability for extended hours plus nontraditional hours required to perform job duties. Also requires participation and attendance at organization-sponsored events and meetings.

NOTE: The foregoing list of essential duties and responsibilities is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Terms of Employment

Twelve-month position as approved by the Board of Directors. Salary as determined by the Board of Directors.

Evaluation

Performance of this position will be evaluated in accordance with the provisions of the Edge School, Inc. policies.

I have read this job description, and I understand my duties and responsibilities.

TERMS OF EMPLOYMENT

School calendar position as approved by the Board of Directors. Salary as determined by the Board of Directors.

EVALUATION

Performance of this position will be evaluated in accordance with the provisions of the Edge School, Inc. policies.

I have read this job description, and I understand my duties and responsibilities.

Signature

Date