**JOB DESCRIPTION**

**POSITION TITLE: Academic Advisor (9-10)**

**POSITION STATUS:** Non-exempt, PT, 11 months

**QUALIFICATIONS:**

1. Minimum of a bachelor’s degree and two years’ experience in college admission counseling, advising, or teaching at the secondary school level or the college level.
2. Master’s degree in counseling or related field a plus.
3. Additional training/ experience in computer applications desired
4. Physically able to perform assigned duties
5. Good interpersonal, writing, computer and organizational skills are essential as well as the desire to work collaboratively with a team of advisors. Must be passionate about working with high school students and their families with the goal of helping students develop academic and personal skills for college readiness.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of: Modern office practices and procedures, including filing systems, correct English usage, spelling, grammar, punctuation, and mathematical concepts; standard office machines and equipment, including computers and a variety of related application software (i.e. Microsoft Word, Excel, Power Point etc.); collection of data and information. Knowledge of Naviance and Blackbaud Records Management programs is desired.

Skills/Ability to: Work independently and with minimal supervision in a multi-task environment of frequent interruptions and changes in task priority; accurately perform simple mathematical calculations; meet stringent deadlines; communicate effectively in oral and written form; effectively operate a computer and use appropriate application software; understand and follow oral and written directions; deal effectively and professionally with students, parents, school employees, and the general public.

**REPORTS TO:** Director of College Counseling

**SUPERVISES:** N/A

**PERFORMANCE ABILITIES:**

1. **Work Habits**
2. Observes assigned work hours.
3. Maintains a pattern of prompt and regular attendance.
4. Adjusts to work assignments and/ or schedule changes.
5. Perform in a manner that reflects positively on the school.
6. **Performance Responsibilities**
7. Assist with planning and implementing guidance department retreat day activities for grades 9-12.
8. Work with Holy Trinity teachers to obtain teacher input for letters of recommendation and to obtain letters of recommendation requested by students to submit to colleges.
9. Communicate with families about the college counseling process via email, phone and office hours as questions and concerns arise.
10. Attend other school events including student Orientation and Open House as well as area activities (college fairs, workshops, etc.).
11. Schedule and host college representative visits to Holy Trinity during the school year as well as Chair the annual College Festival.
12. Assist in planning graduation ceremony and other events for seniors in collaboration with the College Office Staff.
13. Communicate with College Counseling staff on a regular basis via email, on-site and staff meetings.
14. Participate in staff development opportunities at the local and regional levels.
15. Sit on the Academic Affairs Committee and High School Student Services team.
16. Serve as active member of the Central FL Consortium of Private School Counselors.

**ACADEMIC ADVISOR DUTIES**:

1. Serve as point of contact for scheduling issues and changes, and for general academic concerns throughout the school year.
2. Assist students with course registration and prepare schedules for 11th and 12th grade advisees, adjusting and changing schedules as needed.
3. Collaborate with counselling staff to plan and present various parent education topics for monthly Parent Coffees.
4. Monitor student progress at interim and quarterly with review of report card and communication with teachers as to status and student progress.
5. Identify list of students to be monitored for academic concerns and coordinate with Athletic Director on athletic eligibility status as needed.
6. Meet with students of concern individually to inform them of status and provide follow up and guidance with academic support services including teacher office hours, academic coaches and external tutors.
7. Identify and refer students (and families) needing social or emotional support to the Director of Counseling.
8. Communicate with parents regarding any status/academic and/or social/emotional concerns via phone calls, conferences, letters, emails as needed.
9. Act as liaison between teachers, students and parents in relation to academic concerns.

**Training and Experience**

1. Maintains expertise in assigned areas.
2. Participates successfully in professional learning opportunities available to increase skill and proficiency related to assignment.
3. Participates successfully in computer training to attain and/or maintain skills necessary to achieve proficiency of performance responsibilities.

**Personal Qualities**

1. Demonstrates a positive attitude toward work assignment.
2. Accepts responsibility for work assigned.
3. Maintain professionalism in dress, speech and manner.
4. Accepts constructive criticism.

**PHYSICAL REQUIREMENTS:** Must be able to sit for extended periods of time, bend, squat, reach, lift, carry, push or pull light weights.