**North Broward Preparatory School**

**High School Student Services Advisor**

**Job Description**

The High School Student Services Advisor should be an outstanding school leader, demonstrating exceptional interpersonal and organizational skills to meet the needs of diverse stakeholders including students, families, and faculty. He/she will have a strong understanding of and respect for cultural diversity, as well as the ability to work with students, teachers, and families to facilitate a positive academic experience. The Student Services Advisor will work collaboratively will all members of the High School Leadership Team to maintain a strong school culture, support students in their academic pursuits, support the course counseling process, develop individual academic plans for students, and support teachers when planning and implementing individual student academic plans. The successful Student Services Advisor will have skill and experience in teaching, student services, mentoring, and/or instructional coaching.

**Minimum Requirements**

Education

* Graduate Degree in Education
* Preferred: Experience working in Student Services or Guidance

Experience

* Minimum of 5 years experience as a successful teacher, coordinator, counselor, or administrator
* Demonstrated success leading and/or co-leading
* Minimum of 5 years experience working in an American curriculum school
* Experience in a culturally diverse school environment (preferably in international schools)
* An understanding of and/or experience in the International Baccalaureate Program
* Fluency in Standards Based Learning
* An understanding of Leaning Differences
* An understanding of the student accommodation process

The successful candidate will be able to:

* Model the North Broward Preparatory School Honor Code
* Collaborate with parents, teachers, students, and other members of the school community to support learning
* Plan and manage projects
* Develop and use pertinent tools to support learning
* Prepare, compile and maintain accurate records
* Communicate with diverse groups
* Maintain confidentiality
* Set priorities
* Work as part of a team
* Create a positive school climate for students, staff and community
* Adapt to changing work priorities
* Promote the educational development of students

Specific Responsibilities:

* Serve as a contributing member of the high school leadership team
* Oversee, in conjunction with the Assistant Principal, IB Coordinator, and Student Services Coordinator, 9th-12th grade student academic progress
* Identify students who require academic support and serve as an academic coach to support identified students (documented goal setting and academic action plans)
* Support teachers and students with the coordination of field trips (approving and calendaring) and student events
* Identify and promote enrichment opportunities for students within and outside of the Nord Anglia community
* Assist the Dean's Office with student discipline when required
* Assist in the development of student schedules which maximize the educational program for students
* Facilitate Student/Family Meetings when both Academic and Behavioral Concerns are present
* Academic Probation
* Student Tutoring

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