

9.9.13 ACADEMIC ADVISOR

Reports To: High School Principal

Dept/Campus: High School

Wage/Hour Status: Exempt

Length of Contract: 197/220

PRIMARY PURPOSE:

Plan, implement, and evaluate a comprehensive program of guidance, including counseling services to school assigned. Use a planning process to define needs and priorities of population served. Provide a proactive, developmental guidance program for all students to maximize personal growth and development.

QUALIFICATIONS:

Education/Certification:

Bachelor's degree; Master's degree preferred

Special Knowledge/Skills:

Knowledge of career development

Excellent organizations, communication, and interpersonal skills

Maintain a calm and patient demeanor with students and others

Experience:

Three years related experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Help students in scholastic decisions.
5. Help students examine school programs, recognizing their academic/career strengths when planning future goals.

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6. Work with college and career coach.
7. Help students and parents with Free Application for Federal Student Aid (FAFSA).
8. Help senior students apply for Arkansas lottery and applicable scholarships.
9. Provide guidance to individuals and groups of students to develop education, career, and personal plans.
10. Use an effective referral process to help students and others use special programs and services.
11. Compile, maintain, and file all reports, records, and other documents required.
12. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy in the area of guidance and counseling.
13. Present for students a positive role model that supports the mission of the school district.
14. Maintain a positive and effective relationship with supervisors.
15. Comply with all district and local campus routines and regulations.
16. Effectively communicate with colleagues, students, and parents.
17. Assess and respond to needs related to job responsibilities.
18. Develop and maintain effective individual and group relationships with students and parents.
19. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
20. Develop needed professional skills appropriate to job assignments.
21. Demonstrate behavior that is professional, ethical, and responsible.
22. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
23. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
24. Be responsible for writing student letters of recommendations as requested.

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25. Perform other duties as assigned.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate (verbally and written); ability to instruct; ability to maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer delight

Physical Demands:

Ability to lift and carry 50 lbs.; occasional local and state-wide travel

Date Approved: February 5, 2018

Last Revised by Administration:

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Employee

Date

Supervisor

Date