

ACADEMIC ADVISOR

ACADEMIC YEAR: 2022-2023

REPORTS TO: School Principal

EXEMPT STATUS: Part-Time, Non-Exempt



JOB OVERVIEW

To provide a guidance program designed to address the social, emotional, educational and occupational needs of students according to their God-given gifts and abilities. Will work closely with School Principal.

ROLE OBJECTIVES

- Guide and counsel individuals and groups of students through the development of educational and career plans
- Develop College Credit Plus program consistent with the state of Ohio and university guidelines
- Establish a job shadow and internship program for high school students
- Provide guidance on course offerings and career planning
- Collaborate with School Principal on student discipline interactions and consequences

ESSENTIAL FUNCTIONS: TASKS & RESPONSIBILITIES

- Maintains and updates a 4 year plan for all privately-enrolled students in 9-12th grades
- Ensures Uppers School students (grades 7-12) register for the correct classes required for their designated CHES graduation track
- Weekly tracks grades of students to ensure they are passing by actively monitoring the failing grades report and providing consistent feedback to parents
- Formulates plan of action with student and parent if students are not on track for graduation
- Maintains and updates student transcripts with classes at CHES and CCP classes to respective academic institutions, as needed
- Tracks College Credit Plus (CCP) classes and communicates with CCP advisors regarding books, transcripts, and grades for private school students
- Coordinates online Bible classes for students taking classes through CCP and/or WCCC
- Leads one CCP Information Night for Upper school families in the fall and one college/career planning night for Upper School families in the spring
- Coordinates & leads an 8th grade orientation for incoming High School students
- Supports high school graduation by planning the event, coordinating purchase of caps, gowns, cords, senior banners, senior yard signs, coordinating graduation practice, coordinating senior breakfast, including prayers and gifts
- Assists with training at staff meetings and in-service days, as needed



POSITION REQUIREMENTS: SKILLS & QUALIFICATIONS

- Proven ability to plan and manage programs that enhance student’s spiritual, social, emotional, and career plans
- Ability to navigate crucial conversations with confidentiality, grace, and truth
- Strong working knowledge of Ohio Department of Education (ODE) graduation requirements and accreditation standards
- Superior organizational, communication, and leadership skills, demonstrated by previous professional success in an educational environment
- Outstanding communication and people skills
- Knowledge of industry’s legal rules and guidelines
- Organizing, planning, and prioritizing work

PREFERRED QUALIFICATIONS

- Master’s degree in Career Planning and/or School Counseling
- Strong working knowledge of data management systems (i.e. FACTS)
- Effective presentation skills
- Proficient in Microsoft Office Suite, G Suite
- Project planning experience and tools

Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee