



## **Academic Advisor Job Description**

### **Position Overview**

The Academic Advisor is responsible for mentoring and advising 6<sup>th</sup> – 12<sup>th</sup> grade students academically, spiritually and socially toward success in their education and future careers. The Academic Advisor will be an Evangelical Christian who embraces the School's mission of equipping disciples through exemplary education. The Academic Advisor reports directly to the Director of Student Services.

### **Type of Position**

The Academic Advisor position is a full-time, exempt position (teacher calendar plus 20 days) that is paid an annual salary commensurate with experience and degree(s) held. In addition, benefits are offered.

### **Required Spiritual Qualities**

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

### **Required Professional Qualities**

- Holds, at minimum, a bachelor's degree in education from an accredited postsecondary institution.
- Holds an ACSI certificate or is willing to complete the requirements for certification within a specified time period.
- Holds an Ohio Department of Education and Workforce Guidance Counselor credential or is willing to complete the requirements for certification within a specified time period.
- Ideally has, at a minimum, 3-5 years of teaching experience.
- Ideally has, at a minimum, 1-3 years of administrative experience.
- Demonstrates servant leadership.
- Possesses excellent verbal and written communication skills.
- Demonstrates technology literacy and proficiency.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.
- Ability to lift and carry or otherwise move up to 25 pounds.

### **Essential Job Functions**

The Academic Advisor will work closely with the Director of Student Services, Upper School Principal, teachers, students, and families to create a dynamic biblically-integrated environment that promotes excellence in academics and spiritual life. Key job areas and responsibilities include:

- Invests in the lives of students to motivate them to grow in their faith and, for those students who are not saved, to accept God's gift of salvation through Jesus Christ.

- Works with the administration and staff to address the spiritual formation needs of the students.
- Has a thorough knowledge and understanding of the Christian philosophy of education and a biblical worldview.
- Academically advises students individually and/or in groups.
- Advises and provides information to parents/guardians and teachers.
- Collects information for special reports from teachers, students and records.
- Assists students in completing application forms for college, financial aid and jobs.
- Writes recommendations on behalf of students for colleges, technical schools, scholarships, special awards and military service.
- Prepares student transcripts for schools, employers, etc.
- Sends out applications, transcripts and recommendations to schools through Parchment (or other means).
- Supports the administration of the testing program as a building test coordinator (i.e. PSAT, ACT, AP, Star)
- Coordinates and sets up visits of representatives from colleges, technical schools and military services.
- Calls and writes schools to set up visitation appointments and testing for students.
- Provides information on career areas and schools and administers and interprets interest tests.
- Acts as a contact person for parents/guardians and students regarding financial aid, educational planning, and student grades and programs.
- Discusses student programs and make recommendations as to what can be done in conjunction with teachers, parents and administration.
- Assists in creating the master schedule in conjunction with teachers and administration.
- Schedules students in appropriate classes depending on post-secondary plans in conjunction with parents, teachers and administration.
- Works with the student information system to provide 6-12<sup>th</sup> grade report cards, weekly progress reports, yearly progression and other items; also assists teachers with training/questions in regards to the student information system.
- Works with students on education/vocational post-secondary planning.
- Supervises and maintains records for the College Credit Plus program and the Patriot Honors Academy.
- Commits to keeping abreast of current research and practices in the field of guidance and counseling, including graduation requirements.
- Supervises and maintains cumulative records and enrolls students in grades 6 through 12.
- Responds in a timely and professional manner to parent communications.
- Maintains confidentiality of student information.
- Participates in continuous professional development through professional reading, college course work, in-services, workshops and conferences.
- Accepts share of assigned duties.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs any and all other duties assigned.