

Job Title:	Academic Advisor
Campus/Dept:	Early College High School (ECHS) Program/Collegiate
Reports to:	Principal of ECHS
FLSA Status:	Exempt
Pay Plan/Grade:	Administrative & Professional/4 *
Length of Assignment:	204 days per school year *
Date Revised:	January 2021

Primary Purpose:

Advise students and provide guidance in development and completion of each student's personal graduation plan (PGP).

Advise and support students in special population categories to fully develop each student's academic, career, personal, and social abilities and address the needs of all students as they develop as both high school and college students.

Advise and support students to effectively bridge the educational system between the ECHS program and the university partner.

Qualifications:

Education/Certification:

Master's degree required

Master's degree in guidance counseling or school administration, *preferred*

Valid Texas school counselor certificate or administrator's certificate, *preferred*

Special Knowledge/Skills:

Knowledge of special population categories, college guidance, and career development

Knowledge of high school graduation requirements

Knowledge of guidance counseling procedures and student assessment requirements

Ability to utilize electronic information in school district and post-secondary education systems/platforms

Excellent organizational, communication, and interpersonal skills

Ability to instruct students and manage their behavior

Ability to present information in one-on-one, small group, and large group situations to students, parents or guardians, district staff, and university partner staff

Experience:

High school counselor or administrator experience, *preferred* (dual credit process, scholarship information, financial aid, graduation requirements, master schedule, etc.)

In lieu of experience as a high school counselor or administrator, suitable and verifiable experience aligned with the major responsibilities and duties of this position will be acceptable.

Major Responsibilities and Duties:

Guidance

1. Through the interpretation of student-related data, guide individual students to identify a course of study that promotes college and workforce readiness, career placement and advancement, and helps the student make the transition from secondary to post-secondary education.
2. Review personal graduation plan (PGP) options with individual students and their parent or guardian and monitor progress toward attainment of goals. Help the student to access and make use of proven educational resources, innovative methods, and other interventions that will accelerate the learning process.
3. Support students through activities, such as: coordinating with the university partner for registration, monitoring of students' high school and college transcripts, monitoring of high school and college courses to ensure programmatic requirements for both the high school and the university partner are met, and planning for future credentials and career entry.

Consultation

4. Collaborate with teachers/instructors regarding individual students' activity and progress.
5. Develop and maintain positive working relationships with other school professionals and representatives of community resources to coordinate school, home, and community resources and refer students, parents or guardians, and others to special programs and services, as needed.
6. Work collaboratively to advocate for individual students and specific groups of students.
7. Consult parents or guardians, teachers, administrators, and other relevant people to enhance work with students.
8. Collaborate with university partner staff to ensure academic and social success for students.
9. Serve as the liaison between the ECHS and university partner regarding the transmittal of all special education, §504 and dyslexia documentation, as required.

Program Management and Administration

10. Understand the criteria and process for dual credit enrollment, alignment of high school and college courses, as well as how to transcript credits.
11. Understand the TSI assessment and provide support for students.
12. Understand the master schedule process and work side-by-side with the principal to schedule students in a variety of different schedules to meet the needs of college pathway/endorsement.
13. Assist with the coordination and interpretation of all state assessments required for graduation as well as AP exams, TSI, PSAT, ACT, SAT, etc.
14. Plan, implement, evaluate, and promote continuous improvement of a balanced and comprehensive academic advisement program that includes responsive services, individual student planning, student advocacy, and system support components.

- 15. Advocate for a school environment that acknowledges and respects diversity.
- 16. Compile, maintain, and file all reports, records, and other documents.
- 17. Comply with policies established by federal and state law, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations
- 18. Adhere to legal, ethical, and professional educator standards including current professional standards of competence and practice.

Other

- 19. Maintain confidentiality of information.
- 20. Follow campus and district safety protocols and emergency procedures.

Supervisory Responsibilities: NONE

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment; standard office equipment (including box cutter and similar tool used for box opening)

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking

Lifting: Regular lifting and carrying (less than 30 pounds)

Environment: Work inside, may work outside

Mental Demands: Maintain emotional control under stress; may work prolonged or irregular hours

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Academic Advisor: _____

Date: _____