

9th & 10th Grade Academic Advisor

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 25 Catholic schools across the United States and Canada, and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the [Goals and Criteria](#) are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage, and confidence.

The academic advisor assists the formation of students in their academic career in the service of Goals II and V most specifically. This person is responsible for supporting students in Grades 9 and 10 and working in partnership with the Upper School Administration Team as well as with the faculty and parent bodies. He or she works closely with the Dean of Student Life, the Upper School Counselor, The Office of Academic Resources, and the Upper School Head.

Essential Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- A commitment to the *Goals and Criteria* of Sacred Heart network schools as articulated in the school mission
- Meet individually with all 9th grade students and families, including new families
- Meet with current 8th grade students
- Participate in and design Freshmen Directions Course
- Participate in Admissions process (interviews with new prospective families)
- Review comments on report cards and support teachers in the process
- Manage student schedules, including drop/add requests
- Coordinate placement meetings with students, parents, and teachers
- Support teachers and Discipline Chairs in placement procedures, including analyzing data and administering exams
- Coordinate parent/teacher meetings with faculty and Upper School Head
- Coordinate faculty meetings regarding student progress
- Communicate regularly with Dean of Student Life and Counselor regarding student progress
- Communicate regularly with parents regarding student progress

Essential Duties and Responsibilities (continued):

- Communicate regularly with teachers regarding student progress
- Check on student gradebooks regularly, paying special attention to students in distress academic or otherwise
- Share progress reports every 2 weeks for students on Academic Warning or Probation
- Submit accommodation requests to College Board
- Collaborate to review psycho-educational evaluations and approve requests for accommodations
- Deliver developmental curriculum, including teaching study skills and habits of mind per accommodations (as required) for student self-advocacy
- Assist students in their communication with teachers and other members of the faculty
- Organize and present at student and parent events
- Coordinate summer remediation
- Participate in faculty meetings, liturgies, chapels, retreats, school assemblies, and special events such as, but not limited to, back to school night, admissions showcases, and graduation
- Participate in reflective, self-directed, on-going professional development
- All other duties as assigned by the 11th & 12th Grade Academic Advisor or Upper School Head

Qualifications:

- Bachelor's degree is required. The ideal candidate will have at least 3-5 years of experience working with high school students.
- Superior organizational skills that include attention to detail and the ability to meet deadlines
- Ability to work effectively as a team member as well as independently
- Intercultural competency and a commitment to supporting social justice, inclusion, and diversity as articulated in the *Goals & Criteria* for Sacred Heart Schools.
- Excellent written and verbal communication skills with an emphasis on public speaking ability

Interested candidates should complete an employment application, and submit a cover letter and resume through Carrollton's Employment Opportunities website.

<https://www.carrollton.org/about/employment-opportunities>