

**CUMBERLAND REGIONAL SCHOOL DISTRICT  
BRIDGETON, NEW JERSEY**

**JOB DESCRIPTION**

**EARLY COLLEGE HIGH SCHOOL ADVISOR**

**QUALIFICATIONS**

1. Valid N.J. Instructional Certificate.
2. Expressed interest for an Early College High School paid position.
3. Demonstrates excellent leadership and organizational skills and the ability to motivate.
4. Demonstrates positive people and communication skills.
5. Holds a valid driver's license.
6. Demonstrate knowledge and understanding of curriculum development, program evaluation,
7. Carver Gateway curriculum and program, effective instructional strategies, and classroom management.
8. Demonstrates the knowledge of resources to support students in the ECHS Program.
9. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO**

Director of Curriculum/Principal/Superintendent or their designee.

**JOB GOAL**

To lead, guide, instruct, and assist students of the respective Early College High School cohort to promote student success. To provide leadership in helping each participating student to achieve a high level of skill.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the duties and responsibilities as stated in the primary instructional assignment and as stated below. Other duties may be assigned.

1. Participate in Gateway Presentations for assigned cohort of ECHS students.
2. Participate in the annual Open House night program for parents and prospective students.
3. Meet with each assigned student at least once per week during assigned SERA Period.
4. Assign Gateway activities communicating deadlines and expectations, track student completion of assignments.
5. Monitor student progress on identified indicators for Gateway Program and help students prepare presentation at the completion of each Gateway Section.
6. Maintain effective communications with ECHS Coordinator regarding student progress.

- 7. Refer students to appropriate supports, as needed, to meet the expectations of the ECHS Program. Mentor students consistently through discussion of progress academically, socially, and emotionally. Offer input toward framing program improvement and/or enhancement.
- 8. Assist with program revisions as needed.
- 9. Perform such other tasks within the scope of certification as may be required by administration.

**TERMS OF EMPLOYMENT**

10-month position. Teacher to student ratio not to exceed 1:15-20.

**EVALUATION**

Performance of the job will be evaluated by the Director of Curriculum or his/her designee.

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APPROVED BY: **Cumberland Regional Board of Education**  
DATED: **July 26, 2018**  
AMENDED: **June 27, 2019**  
AMENDED: **August 22, 2019**