



## **ADVISOR JOB DESCRIPTION**

With a typical enrollment of 130 middle and high school students, Wolfeboro essentially functions as a traditional boarding school. Unlike most boarding schools, however, we have two professional staffs. Our classroom teachers do not have residential responsibilities other than dining hall and evening study hall roles. Campus Heads, Assistant Campus Heads and Advisors fulfill all responsibilities of a typical boarding school teacher beyond the classroom. It is in this critical realm where confidence, foundational skills and professional perspectives are developed in the young teacher. Advisors are the central component to our social programming.

The residential structure consists of an Assistant Head of School, Campus Heads as well as Assistant Campus Heads. Advisors are assigned to eight/ten student advisees and serve as role models, mentors, coaches, as well as activity and trip leaders.

The professional development of advisors is a priority of the School. Wolfeboro enjoys a strong reputation as a top training ground for teachers in the early stages of their career or those who aspire to be in the education field. Professional development focuses on functioning as an adult leader in a school setting, caring for students as well as providing encouragement and accountability. In addition to an extensive orientation program, advisors meet each day with School leadership to discuss and develop strategies for supporting individual students. Advisors receive guidance and feedback as part of ongoing professional training.

### **RESPONSIBILITIES:**

1. Assume direct responsibility for the students designated as your advisees.
2. Ensure student safety and well-being.
3. Provide an adult presence and serve as a role model for all students.
4. Set a positive tone and promote progress.
5. Ensure that the quality of student life is consistent with the mission and objectives.
6. Help advisees develop effective organizational and study skills, accountability and ensure they experience a vibrant social life.
7. Maintain a productive study atmosphere on campus during designated study hours and provide academic support, as appropriate.
8. Provide leadership, supervision, coaching and instruction for extracurricular activities, including sports, recreation, arts and off-campus trips.
9. With guidance and role modeling from veteran faculty, serve as an Assistant Table Head in our family-style dining hall, and head a table in the absence of the Table Head.
10. Assist with the implementation of our residential and social program.

**GENERAL ROUTINE:**

All Advisors are on duty each morning on a rotating basis. Advisors are generally off duty, on a rotating basis, in the morning until 12:00 PM and at night after 7:30 PM.

All advisors are on from 12:00 PM to 7:30 PM each day. This is where the majority of our afternoon activities and social programming takes place.

Weekends begin after lunch on Saturday afternoon and end with Sunday evening's picnic dinner. Advisors should expect to be on duty most weekends.

**CAMPUS LEAVE:**

Advisors are encouraged to take one 36-hour leave during the session, scheduled prior to the session. Every effort is made to grant leaves as requested. Advisors are encouraged to submit requests as early as possible.

**PROFESSIONAL EXPECTATIONS:**

The School sets forth exceedingly high professional standards and expectations. All advisors are expected to represent the School in an exemplary fashion at all times. Specific expectations are delineated in our Employee Handbook and include but are not limited to presentation of a traditional, professional appearance and behavior consistent with professional standards. The School community enjoys a substance- and tobacco-free campus.

**COMPENSATION:**

Compensation for first-year Advisors is \$3,200 plus housing and meals. Compensation in subsequent years increases with each year at Wolfeboro.

**CERTIFICATIONS:**

Advisors must be certified in CPR and preferably in Lifeguarding prior to arriving at Wolfeboro. The School will provide reimbursement for the cost of relevant certification courses.

**EMPLOYMENT DATES:**

Arrival Date:	Tuesday, June 18
Departure Date:	Friday, August 2

**BACKGROUND CHECKS:**

All hired personnel are subjected to a background check and are required to submit to the School a signed disclosure statement.

**NON-DISCRIMINATION POLICY:**

Wolfeboro is an equal opportunity employer and does not discriminate against individuals on the basis of race, religion, gender, sexual orientation, disability, or national or ethnic origin in its hiring practices or employment policies.