**Middle School Academic Support Advisor**

**The Middle School Academic Support Advisor should be an outstanding school leader, demonstrating exceptional interpersonal and organizational skills to meet the needs of diverse stakeholders including students, families, and faculty. He/she will have a strong understanding of and respect for cultural diversity, as well as the ability to work with students, teachers, and families to facilitate positive academic experiences.**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>North Broward Preparatory School</th>
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<tbody>
<tr>
<td>JOB PURPOSE</td>
<td>You’ll help us ensure that our students’ academic needs are met. Your role will impact the organization by working collaboratively with members of the school community to support student learning, academic growth, and maintain a strong school culture. Middle school students experience several significant transitions, including moving from elementary to middle school or preparing for middle school. These transitions often involve adjustments to new academic expectations, routines, and social dynamics. Additionally, middle schoolers undergo physical and emotional changes as they navigate adolescence, which can impact their academic performance and overall well-being. Providing academic support during these transitions is essential for helping students successfully navigate these changes and thrive academically. Academic Support Advisors specialize in developing systems tailored to each grade level, ensuring that all our students have the resources they need to thrive at NBPS. Our dedication lies in fostering an environment where each student is supported based on their unique needs.</td>
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<tr>
<td>REPORTING TO</td>
<td>Middle School Principal</td>
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<tr>
<td>DIRECT REPORTS</td>
<td>None</td>
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<tr>
<td>OTHER KEY RELATIONSHIPS</td>
<td>Internal: Work directly with our Principal, Assistant Principal, MS Counselor, Dean’s Office, and classroom teachers. External: Communicate with parents/guardians, psychologists, tutors, and other professionals who support our students’ academic needs.</td>
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<tr>
<td>ENGAGEMENT AND INTERACTION – SCHOOL AMBASSADOR TO INTERNAL COMMUNITY</td>
<td>PERFORMANCE MEASUREMENT</td>
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| • Support students who require academic support and serve as an academic coach.  
• Create a positive school climate for students, staff and community.  
• Help with:  
  o development and implementation of individual academic plans for students  
  o course counseling process  
  o follow up with parents, students, and teachers on progress  
  o Routinely monitor academic progress to identify those in need of additional support; Provide direct support for students who’s cumulative or trimester GPA drops below a 2.0, or who earn two grades below a C- on a report card. Parents will be contacted to formulate a plan focused on academic improvement  
• Support the coordination of field trips (approving and calendaring) and student events  
• Maximize the individual successes of our diverse group of learners  
• Coordinate and lead individual meetings with students to review grades, discuss current academic standing, and develop a plan for successful improvement.  
• Assist in the development of schedules  
• Assist in the development and implementation of classroom accommodations  
• Serve as a contributing member in Student Formation  
• Collaborate with the Counselor, LPA Director, and Dean of Students to develop grade level appropriate student support (academically, social/emotionally, behaviorally) | • Employee performance review ratings  
• Team’s feedback  
• Programme success |

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<tr>
<th>LEARNING AND LEADING</th>
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| • Develop and Interpret Neuropsychological Educational Evaluations to support students with academic accommodations  
• Routinely monitor academic progress to identify those in need of additional support  
• Support teachers in developing a better understanding of student Psycho-educational evaluations and the importance of providing identified accommodations in their classrooms | • Employee performance review ratings  
• Team’s feedback |
### PLANNING AND PREPARATION

- Plan and manage projects
- Adapt to changing work priorities
- Promote the educational development of students
- Stay up to date with educational strategies that support differentiation and student success
- Create tailored support plans for academically struggling students placed on academic probation, offering targeted assistance to help them overcome challenges and achieve academic success.

- Employee performance review ratings
- Team’s feedback
- Programme success

### PROFESSIONAL AND PERSONAL DEVELOPMENT

- Attend weekly student support meetings
- Participate in all middle school professional development
- Participate in ongoing professional development to stay up to date with current executive functioning and student support strategies.
- Develop professional development for staff

- Employee performance review ratings
- Team’s feedback
- Programme success
- Training feedback

### OTHER

- Support the Middle School Administrative Team as needed in the planning and implementation of various events, academic testing (such as MAP testing), and additional administrative duties as needed.

- Employee performance review ratings
- Team’s feedback

### PERSONAL SPECIFICATIONS

- 3+ years of experience working in a school-setting
- Experience working in special and/or exceptional student education.
- Experience in teaching, student services, mentoring, and/or instructional coaching
- Ability to read, understand, and interpret neuropsychological evaluations
- Ability to build rapport with school-age students
- Commitment to building an effective partnership with parents and students
- Excellent time management skills and flexibility in dealing with multi-functional tasks.
- Good cross-cultural, interpersonal and communication skills to interact with diverse nationalities and cultures.

### PERSONAL ATTRIBUTES

As our teammate, here’s what we expect:

- You love being part of a team – it’s what gets you up in the morning.
- You’ll run it like you own it – you take huge pride in your work and your relationships.
- You’re resilient – you’ll speak up and speak the truth.
- You get the job done – to outstanding levels of quality, every time and always to the deadline.
- You’re humble – you’ll know what you’re great at and where you’re not quite so strong.
- You’re a listener – you’ll hear what people say so you understand what’s being asked.
- You’re calm under pressure – you’ll keep cool when the going gets tough and know when to slow down your thinking.
Entrepreneurial – you’ll always find opportunities to do things differently and better.

CREATE YOUR FUTURE

We’re Nord Anglia Education, one of the world’s largest premium international schools organisations. Every day, our teachers and support colleagues help our thousands of students achieve more than they ever imagined possible.

A transformational education at one of our schools is focussed on excellent academic outcomes, creativity, wellbeing, and international connectedness. Our innovative use of educational technology also creates a personalised, 21st century learning experience for all students, while our global scale means we can recruit and retain the world’s best teachers and offer unforgettable events and expeditions.

Our people are empowered to make a difference in their fields of expertise. Our fast pace of growth requires evolution and change from everyone, giving you the chance to define the role you do in the future. This challenges the learning agility of our employees and ensures every day brings interesting new experiences.

Founded in 1972 in the United Kingdom, our first international school opened in 1992 in Warsaw, followed by rapid growth across the world since the 2000s.

When you join our team, you’ll become part of a global family of experts working for a fast-growing premium international brand.