



GRACE SCHOOL OF SIMI VALLEY

JOB DESCRIPTION: ACADEMIC ADVISOR

SUMMARY

The Academic Advisor will support students through their junior and senior high school education and will serve as their facilitator for the attaining of academic and career goals in accordance with the mission and purpose of Grace Church and School.

Job Title: Academic Advisor

Job Status: Full-Time, Year Round

Department: Grace JR/SR High School

Exempt Status: Non-Exempt

Reports To: Principal

Salary Range: \$20.00-\$26.00/hr.

ESSENTIAL FUNCTIONS

- Ensure students are prepared to meet Grace HS graduation requirements
 - Update Graduation Checks
 - Assist families with junior and senior high school course selections
 - Assist students as necessary to select high school classes which will allow them the opportunity to achieve their college and career goals
- Meet with students to discuss college/vocational goals
 - Support Grace students with their college selection and with their career goals
 - Communicate and direct families regarding college and career planning steps, tips and deadlines
 - Assist students with considering career paths
 - Provide basic information regarding application processes
 - Interface with colleges and vocational institutions to distribute necessary information to students and their families
- Using the Probation List, create and implement an educational plan for students who need improvement
- Coordinate with teachers for students who are out of school for extended periods of time
- Notify all parties necessary of student health needs
- Explain PSAT, ACT and SAT test results, with instructions or referrals for improvement
- Assist with all-school standardized testing as needed
- Support the maintenance of student files
- Attend and participate in college/university meetings and workshops
- Assist in the development of academic policies and procedures
- Compile an active tutoring list for interested parents

QUALIFICATIONS

- Personal relationship with Jesus Christ and a demonstrable understanding of the gospel.
- Clear agreement with the doctrinal position of Grace Church and School and a firm commitment of a like-minded local church body.
- Functioning member of a local church
- Education: Bachelor's Degree
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Competent, professional and personable
- Disposition that is professional and personable
- Excellent oral and written command of the English language
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required
- Travel: Some travel involved including overnight stays

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Church and School policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Church and School does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

APPLICATION PROCESS

- Applications are located on the website at www.graceschoolsimi.com. Return completed application to hr@gracesimi.com.
- Selection Process: The Human Resources department will review all applications. Selected candidates will be invited to participate in a personal interview process at Grace Church and School. Any expense incurred in connection with these interviews will be the responsibility of the candidates.
- Application Procedures: All documents included in your application remain the sole property of Grace Church and School and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.