

**CUMBERLAND REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

EARLY COLLEGE HIGH SCHOOL (ECHS) ADVISOR

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.

QUALIFICATIONS

1. Valid N.J. Instructional Certificate.
2. Expressed interest in an Early College High School paid position.
3. Knowledge and understanding of curriculum development, program evaluation, Knowledge of resources to support students in the ECHS Program.
4. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Chief Academic Officer/Principal/Superintendent or their designee.

DUTIES/RESPONSIBILITIES

1. Meet with ECHS students at least twice per month after school, checking on students' progress in their courses.
2. Work with students in helping them to communicate with their professors on an as needed basis.
3. Maintain accurate log of attendance for each meeting held with students.
4. Maintain effective communications with ECHS college advisor regarding student progress.
5. 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.
6. Assist with program revisions as needed.
7. Adheres to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
8. Perform such other tasks within the scope of certification as may be required by administration.

ESSENTIAL SKILLS/ABILITIES

1. Demonstrates excellent leadership and organizational skills and the ability to motivate.
2. Demonstrates positive people and communication skills.
3. Attention to detail with a focus on thoroughness and quality.
4. High integrity and ethical standards.
5. Knowledge of computer and software programs.
6. Regular attendance.
7. Ability to traverse school facility.

TERMS OF EMPLOYMENT

10-month position.

EVALUATION

Performance of the job will be evaluated by the Chief Academic Officer or his/her designee.

APPROVED BY:	Cumberland Regional Board of Education
DATED:	July 26, 2018
AMENDED:	June 27, 2019
AMENDED:	August 22, 2019
AMENDED:	February 26, 2025