

SANTIAM CHRISTIAN SCHOOLS ACADEMIC ADVISOR JOB DESCRIPTION

I. GENERAL DESCRIPTION

Overview: Guidance services are an important part of the total educational program at Santiam Christian Schools. Through the services of the advisor, assistance is provided to help the students discover, develop, and maximize their abilities. Establishing and maintaining (healthy) relationships with parents is a vital component of this position.

Contracted by: School Board upon recommendation of the High School Principal. Each contract shall be for a one year duration.

Responsible to: High school principal for high school issues; junior high principal for junior high issues

Time Required: Full-time, Standard Teacher Contract

Evaluation: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description. Details are found in the Santiam Christian Faculty Handbook.

Type of Position: (Mark two) Exempt ___ Non-exempt Salaried ___ Hourly

II. QUALIFICATIONS

A. EDUCATIONAL:

1. Shall be a member of the SCS certificated staff
2. Must have a working knowledge of testing and score application
3. Must have current awareness of college testing, grants, and financial aid
4. Must be adept (proficient) in written and oral communication

B. SPIRITUAL:

1. Must be a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23)
2. Must be a spiritually mature and growing Christian who is active in his/her Christian life, with an understanding and commitment to the philosophy of Christian Education, compatible with that of Santiam Christian Schools
3. Accepts, without reservation, Santiam Christian School's Statement of Faith Gives testimony that teaching is a spiritual calling, and that teaching in Santiam Christian School is God's direction for his/her life for this school year
4. Affirms that the Bible is God's Word and the standard for faith and daily living
5. Manifests by daily example, the highest Christian virtue serving as a Christian role model (1 Timothy 4:12), both in and out of school, to pupils (Luke 6:40), parents, and fellow employees. Instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience

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6. Agrees to be a role model in judgment, dignity, respect, and Christian living. This includes the development of the Fruits of the Spirit in my life (Galatians 5:22-23), and refraining from engaging in personal areas of liberty in situations where an offense may be created within the Body of Christ. (I Cor. 8:9, Eph. 5:18, Col. 3:17, Titus 2:7-8 TLB, I Thess. 5:22-23, and James 3:17-18).
7. Agrees to be a Christian role model by faithfully attending, and financially supporting a local church whose fundamental beliefs are in agreement with the Santiam Christian Statement of Faith (Hebrews 10:25)
8. Agrees to accept the board's interpretation of biblical standards for sexual behavior. Any sexual misconduct, including, but not limited to, premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children is forbidden and violates the employment requirement of being a Christian role model (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 5:1-11; I Thessalonians 4:3-8; I John 3:1-3)
9. Agrees that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2; 1 Cor. 6:9-20; Ephesians 4:1-11, 5:3-5; 1 Thessalonians 4:3-8; 1 Timothy 4:12; 2 Timothy 2:19-22; 1 Peter 1:15-16, 2:15-17; 1 John 3:1-3).
10. Shall be a Christian role model in the family and financial areas. This conduct shall include, but not be limited to one who manages his own family and finances well (I Tim. 3:4-5; I Tim. 5:8). NOTE: Teachers are expected to have their eligible, school-age children enrolled at Santiam Christian if a program exists to meet their needs. Part-time employees are strongly encouraged to have their eligible children enrolled. If there are extenuating circumstances, a waiver may be requested. Each exception requires board approval
11. Shall have the spiritual maturity, academic ability, and personal leadership to train up a child in the way he should go.
NOTE: In the Spiritual Qualifications area, deviation from Scriptural standards, or failure to comply with the Christian role model guidelines, will be grounds for disciplinary action and may lead to termination.
12. Shall exhibit concern for the spiritual, social, emotional, and academic welfare of the students

C. **PERSONAL:**

1. Has a genuine interest in students and their education
2. Possesses a high energy level, personal stamina, and a willingness to work hard
3. Possesses sound organizational skills and practices
4. Uses acceptable English in written and oral communication; speaks with clear articulation
5. Demonstrates the character qualities of courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
6. Meets everyday stress with emotional stability, objectivity, and optimism
7. Maintains a personal appearance of cleanliness, modesty, good taste, and agreement with school policy

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8. Submits respectfully and is loyal to constituted authority
9. Develops and maintains rapport with students, parents, and staff by treating others with friendliness, dignity, consideration, and impartiality

D. PROFESSIONAL:

1. Must have the ability to develop rapport with students, parents, and staff
2. Ability to keep confidences and use mature discretion in dealing with students

III. RESPONSIBILITIES

A. SPIRITUAL LEADERSHIP:

1. Helps create an atmosphere of spiritual awareness in the student body through his/her positive spiritual leadership and example
2. Maintain an attitude of Christ-like helpfulness in all situations within at school
3. Chapel Small Group Leader – meet with small group on chapel days

B. ACADEMIC ADVISING:

1. Attend workshops to stay informed of changing trends in post-secondary education, college updates, and financial aid opportunities
2. One on one advising with all junior and senior high students – by appointment
3. Meet with freshman and sophomores - small groups
4. Meet weekly with Student Success Team to discuss progress of students on plans and identifying struggling students
5. Follow up on students when asked by principal or student advocate
6. Communicate with students and parents through daily announcements, email notices, newsletters, materials submitted to the Eagle Happenings, and fall letters to be included in registration packets
7. Meet with students regarding graduation and future post-graduation plans
8. Produce College and Career Newsletter
9. Conduct parent meetings in coordination with registrar to keep parents informed of ongoing requirements for successful completion of high school and admission to college. Provide information to students, parents and staff regarding financial aid, scholarships, and other pertinent college information
10. Provide PSAT information to students and parents in cooperation with registrar
11. Show students how to interpret results and use them to prepare for SAT. Give them strategies for preparing for the SAT/ACT. Talk about the differences between the exams. (Coordinate with Registrar, have shared responsibility)
12. Serve as SAT/ACT information resource for students and staff for questions about college entrance and placement examinations - Offer SAT/ACT preparation information to help students diagnose their strengths and weaknesses
13. Arrange college, military, and vocational information sessions and field trips
14. Collect and organize resources for students, including college view books, college reviews, standardized test prep materials, and career path resources
15. College and Career Information Sessions
16. Coordinate with college admissions representatives (20- 30 per year)
17. Military, trade and various other career options
18. Promote opportunities off campus through College & Career Newsletter and Santiam Christian Website

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19. Scholarship Assistance – Work closely with parent volunteer, Bret Ray who maintains a scholarship database for Santiam Christian
 - a. Host FAFSA Financial Aid night for parents & students
 - b. Train students here to find scholarships and how to apply
 - c. Train students to apply for OSAC Scholarships
 - d. Work closely with students to help identify scholarships they can apply for
 - e. Write scholarship recommendation letters
 - f. Communicate with scholarship committees
 - g. Head Margaret E Hull Scholarship Committee
 - h. Send local scholarships to seniors and parents via email and post to Google Classroom
20. Organize Fall Parent Nights to provide college prep information and timelines
21. Plan, promote and execute College Knowledge Nights for grades 9-11 and Seniors
22. Keep students and families informed on job, volunteer, leadership, career exposure, internship, job shadow, community service, college, and educational opportunities and events through the College & Career Newsletter, daily announcements, and messages via Facts
23. Plan and execute visits to two colleges (one private Christian, one public) for all juniors, including tour & information sessions on each campus
24. Work with the registrar and principal regarding awards assemblies
25. Coordinate nominations for community student recognition programs
26. Write letters of recommendation for seniors regarding college admittance
27. Coordinate with local organizations to provide leadership opportunities for students (i.e., Boys/Girls Club, State Rotary Youth Leadership Association, Albany Chamber of Commerce Youth Leadership)
28. National Honor Society
 - a. Coordinate Faculty Council
 - b. Hold NHS Elections
 - c. Plan and execute Induction Ceremony
 - d. Coordinate NHS meetings
 - e. Help NHS Officers coordinate service projects
29. Aptitude test for Juniors -replaced ASVAB. Done in American Lit class - Allow 1.5 to 2 class periods – 30-minutes explanation and account creation, 90-minutes for assessment, 30-minutes to review results
30. Awards
 - a. Albany Chamber of Commerce Student of the Month (Collect nominations, provide student bio and picture to chamber monthly)
 - b. Albany Chamber of Commerce Distinguished Student Award (Collect nominations, provide application -instructions to nominee, collect application, deliver app to Chamber)
 - c. Albany Optimist Club (Collect nominations, communicate with AOC, Introduce our nominees (3) at awards dessert
 - d. Corvallis Future First Citizen (Collect nominations, provide application instructions to nominees (2), collect applications, deliver apps to Corvallis Chamber)
 - e. Margaret E. Hull Scholarship Committee Head (through OSAC)

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- f. Takena Kiwanis Honors Dessert (Collect nominations, send names and addresses to Kiwanis, communicate expectations to nominated students (10), introduce students at awards dessert)
- g. Senior Awards Assembly - Collect information regarding grants, scholarships, and future plans of each senior to present at assembly, plan assembly, invite and coordinate with outside scholarship and award presenters from military and scholarship committees, send out Most Outstanding Student questionnaire to teachers
- h. Coordinate creation of Outstanding Student award certificates with high school principal's secretary
- i. 9-11 Awards Assembly (plan assembly, send out Most Outstanding Student questionnaire to teachers, invite outside presenters if appropriate)

C. GRADUATION

1. Plan and execute all elements of Baccalaureate and Graduation.
2. Coordinates with senior class advisor all supplies needed for graduation i.e. diplomas, announcements, etc.
3. Prepare information for newspaper regarding details of graduation, list of graduates, valedictorian and salutatorian information, senior awards and scholarships. Makes up list of graduates for newspaper dispersal. Includes information on Valedictorian and Salutatorian
4. Keep records of scholarship offers and post-graduate plans of students
5. Work in cooperation with senior advisors to keep them informed regarding budgetary issues for senior class expenditures, senior trip, and shared responsibilities regarding graduation

Start of the Year - Survey students & families yearly (at registration) regarding college and career interests, assistance needs, activities, awards, etc. This information provides an opportunity to connect students with opportunities that fit their interest and situation.

End of the Year - Survey seniors at the end of their senior year regarding future plans, interest in alumni involvement, their Santiam Christian experience, etc.

Other duties as may be assigned.