

Job Title:

Student Advisor – 12 Month

Supervisor:

Virtual Education Principal

Purpose: To support students and families in their transition to the online learning environment and help facilitate the communication between school and home. To work with families to make sure they are getting the best educational experience possible while helping families navigate their online education.

Duties:

The following duties are normal for this position; however, these are not to be construed as exclusive or all-inclusive.

- Update and conduct Orientation class in a virtual setting to new students and parents
- Call struggling new students and do a one-on-one orientation over the phone or in a virtual setting
- Introduce students to all software systems and provide technical setup assistance
- Work with counselor to set up class schedule and help student set academic goals
- Provide initial information, resources, and support
- Work with enrollment coordinator on transcript sharing and updating.
- Show parents how to monitor student's progress
- Call and email students on a rotation to encourage and engage, along with providing support
- Monitor school social media postings and help handle issues
- Work with counselor on ACP planning
- Identify students with critically low activity and offer extra support
- Plan student events, activities and testing
- Document exceptions for truancy recommendation process
- Attend IEP & 504 meetings and assist in implementation when necessary
- Contact with seniors to ensure timely graduation
- Check in with new students within the first two weeks of enrollment
- Proctor ACT, Aspire, and Forward Exams throughout the year
- Review transcripts to set up classes
- Schedule returning and new students
- Cover for staff vacations: handling inquiries and new enrollments
- Discuss course offerings with new families and conduct orientation
- Advise students of graduation progress and requirements
- Refine current processes and implement new software releases

Skills:

- Integrity and professionalism
- Advocacy skills
- Ability to respond effectively to the needs of a diverse student pool
- Engaging interpersonal skills and excellent communication skills