

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: **Adult Education - Academic Advisor**

REPORTS TO: **Director of Adult Education**

JOB GOAL: The Augusta Adult Education Academic Advisor is responsible for providing educational guidance and assistance for students who wish to obtain a high school credential. The Academic Advisor is responsible for planning schedules, recommending courses and determining appropriate education solutions based on student academic goals. They must also track the advancement of students, maintain their academic records, and provide resources and assistance for at-risk students.

QUALIFICATIONS:

1. Bachelor's Degree or higher in education, mental health, guidance or related field
2. Experience working in an educational setting supporting student academics
3. Experience working with adult students achieving a high school credential
4. Ability to navigate Learning Management Systems, Google Suite, Student Information Systems, and Microsoft Office Suite
5. Self-driven, positive, creative and passionate about education

PERFORMANCE RESPONSIBILITIES:

1. Provides crisis intervention to students when difficult situations occur
2. Confers with parents or guardians, teachers, administrators, and other professionals to discuss student progress
3. Assist in resolving behavioral, academic, and other issues interfering with educational goals
4. Assists in determining priorities for student educational goals and their resource needs
5. Assists individuals to overcome personal, social, or behavioral problems affecting achievement of their educational goals.
6. Advises students in educational planning, such as, evaluation of educational assessments, course and program selection, class scheduling and registration and creating an individual learning plan
7. Alumni Relations: tracking student progress after completion, highlighting student success stories

8. Maintain accurate and complete student records as required by laws, district policies, and administrative regulations
9. Retention of current students
10. Recruitment of new students
11. Provides new student orientation
12. Partnerships-collaborates with outside stakeholders to provide wrap around support for student needs
13. Tracks multiple indicators to assess the effectiveness of instruction, training, mentoring and advising
14. Perform all other related duties as assigned by the Director of Adult Education.

TERMS OF EMPLOYMENT:

Non-represented position, 30 hours per week. Full time positions are benefit eligible. Hourly rate based on degree and experience.

Evaluation: Performance for this position will be evaluated annually by the Adult Education Director based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____