

**Roswell Independent School District
Job Description**

Job Title: GEAR UP FEDERAL GRANT ACADEMIC ADVISORS

Reports To: ASSISTANT SUPRINTENDENT FOR INSTRUCTION

General Job Description:

Gear Up academic Advisors will perform activities and duties as directed by the GEAR UP Director of Instruction. Although Academic Advisors are contracted and paid through the Roswell Independent School District, they are restricted from teaching courses in their assigned schools. GEAR UP Academic Advisors are contracted for a 9-month position with the understanding that additional duties will be required during the summer months to accommodate summer camps and other grant required services. These additional hours will be paid at the approved level in the form of a stipend through the ENMU Roswell GEAR UP Program.

This position reports to the building principal of designed school(s), the GEAR UP Director of Instruction and the Director of GEAR UP Grant with ENMU-R.

Essential Duties and Responsibilities:

1. Conduct cohort student needs assessments.
2. Develop a 4-year course plan (*Next Step*) with each 8th grade student.
3. Review cohort student portfolios/academic plans.
4. Track and monitor student academic progress on an ongoing basis.
5. Provide appropriate counseling and academic advising to ensure that cohort students transition to the next grade level.
6. Provide appropriate intervention strategies, as needed.
7. Research and assist students in identifying post-secondary options.
8. Document all cohort student educational activities and input the related data into the Compass system.
9. Maintain all data documentation related to cohort student services.
10. Supervise and train on-site tutors and monitor tutoring program(s) for effectiveness.
11. Complete and submit required monthly Employee Time and Effort Reports.
12. Maintain confidentiality with sensitive matters.
13. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
14. Report to work on time and work no less than 7.25 hours per day.
15. Work independently with very little supervision.
16. May be required to perform other related functions as assigned by your supervisor.

Marginal Duties and Responsibilities:

1. Performs other educational duties for cohort students as deemed necessary or assigned.

Supervisory Responsibilities:

This position involves supervisory responsibilities for tutors and mentors.

Experience and Education:

1. Master's degree in School Counseling or National Certified Counselor Credentials issued by the National Board for Certified Counselors or hold a Level II or Level III Certified Teacher license
2. Current State of New Mexico Teaching licensure.
3. Minimum three years' experience in counseling diverse student populations.
4. Valid Drivers' license and Car Insurance.
5. Demonstrated ability to provide academic career and vocational guidance/advising to cohort students and parents.
6. Ability to work collaboratively with teachers, administrators, and counselors.
7. Excellent oral and written communication and interpersonal skills.
8. Bilingual skills (Spanish/English), preferred.

GEAR UP FEDERAL GRANT ACADEMIC ADVISORS (CONT'D)

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

Terms of Employment:

This position is funded through an external grant from the United States Department of Education. Continued employment beyond the fiscal year is contingent upon continued funding. Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date