

## **FLAGSTAFF BORDERTOWN DORMITORY**

### **POSITION DESCRIPTION**

**TITLE:** Academic Advisor

**EMPLOYMENT:** 10 Months Full-Time FLSA Exempt

**SALARY:** In accordance with governing board policies.

#### **GENERAL STATEMENT of RESPONSIBILITIES:**

Under general supervision of the CEO, the Academic Advisor Technician provides advising to students regarding general academic issues and policies. The Academic Advisor Technician will help students choose education and career goals that are in line with their abilities and interests and assist students to decide on educational and career paths. The Academic Advisor Technician will serve as a liaison to parent(s) and/or guardian(s), high school staff and learning assistants regarding student's academic success.

#### **QUALIFICATIONS:**

- Must have a minimum of a Bachelor's Degree.
- Must have verifiable work experience of at least one year in academic tutoring or advising. Education experience may be substituted.
- Must have reliable transportation and be able to work flexible hours.
- Must possess effective communication skills in a residential academic setting.
- Must be knowledgeable of academic skills; i.e., study skills, time management skills, and organizational skills.
- Must possess a functional knowledge of school credit guidelines.
- Current certification in First Aid and CPR
- Valid Arizona driver's license.
- Current Arizona and Navajo Nation motor vehicle driving record on file
- Must pass criminal background checks by state, federal and Navajo Nation
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.
- Must be knowledgeable and familiar with Navajo language, culture and people.
- Has the ability to establish a positive rapport with students, parents, high school teachers and/or counselor and college representatives.
- Shows empathy for struggling students.

#### **DUTIES and RESPONSIBILITIES:**

##### *Academic Guidance*

- Works with students who are struggling academically, communicating with parents and coordinating efforts among high school staff including teachers and counselors.
- Provides or establishes tutoring services for students who need additional academic

support.

- Organizes and leads a transitional program for new students.
- Ensures and communicates that students meet all promotion and graduation requirements.
- Monitors students who are academically ineligible and/or placed on academic probation.
- Coordinates after school and evening study hall in collaboration with the residential program.
- Supervise and coordinate academic services with learning assistant (tutors).

#### *College/career Guidance*

- Meets with all students to set goals and help guide them in discovering the direction for their future.
- Arranges visits for college visitations.
- Maintains and communicates information for possible scholarships and financial aid.
- Assists students in their college and financial aid search.
- Assists students in the completion of college applications and other admissions and financial aid materials.
- Provides college and financial aid information to parents, through an annual college information presentation and other means.
- Administers NWEA assessment.
- Provides information on ACT for students and families.
- Advises students and parents about preparation sessions for the ACT.

#### *Other Duties Assigned*

- Refers and collaborates with counseling department at the high school for student schedule changes or credit review.
- Maintains records and permanent file for current and previous students.
- Forwards necessary transcript and file information.
- Assists students to ensure successful academic and social transition to high school.
- Attends managers and board meeting to provide data as requested or required.
- Perform other duties as assigned.

**SUPERVISION RECEIVED:** CEO

**SUPERVISION GIVEN:** Tutors

**WORKING HOURS:** In accordance with governing board policies.

**EVALUATION PROCEDURES:** In accordance with governing board policies.

### **CERTIFICATION**

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out the Flagstaff Bordertown Dormitory Governing Board's functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment

and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Employee

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Chief Executive Officer

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.