



GRACE BRETHREN SCHOOLS

INFORMATION

Job Title:	Academic Advisor	Wkly. Hrs./Weeks:	40/52
		Pay Grade:	
Department:	Jr/Sr High School	Classification	
Reports To:		Effective Date:	

SUMMARY

The Academic Advisor will support students through their junior and senior high school education and will serve as their facilitator for the attaining of academic and career goals in accordance with the mission and purpose of GBS.

ESSENTIAL FUNCTIONS

- Ensure students are prepared to meet GBHS graduation requirements
 - Meet with every student bi-annually to:
 - Update Grad Checks
 - Assist families with junior and senior high school course selections
 - Assist students as necessary to select high school classes which will allow them the opportunity to achieve their college and career goals
- Meet with every high school student bi-annually on college/vocational goals
 - Support GBS students with their college selection and with their career goals
 - Ensure students stay on course to graduate GBHS and meet all college requirements (UC/NCAA/NAIA)
 - Communicate and direct families regarding college and career planning steps, tips and deadlines
 - Prepare and distribute grade-specific College Planning Packets
 - Assist students with choosing career paths
 - Provide basic information regarding application processes
 - Interface with colleges and vocational institutions to distribute necessary information to students and their families
- Using the Probation List, create and implement an educational plan for students who need improvement
- Create and help implement Student Success Plans for students
- Coordinate with teachers for students who are out of school for extended periods of time
- Notify all parties necessary of student health needs
- Explain PSAT, ACT and SAT test results, with instructions or referrals for improvement
- Assist with all-school standardized testing as needed
- Support the maintenance of student files
- Compile an active tutoring list for interested parents
- Support ED Solutions in coordinating academic support for students

COMPETENCIES

- Ability to cultivate a collaborative and creative work environment designed to advance the mission and purpose of GBS
- Efficient written and verbal communication skills
- Ability to complete work accurately and efficiently in a fast paced position
- Takes initiative to improve student learning and success planning
- Models and promotes a biblical view of vocation
- Commitment to personal and professional development toward effective leadership for eternal influence in every area of life

QUALIFICATIONS

- Recognizable personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of Grace Church of Simi Valley and Grace Brethren Schools with a continuous exhibition of desire to minister and serve others in varied capacities
- Functioning member of a local church
- Education: Bachelor's Degree
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds
- Effective computer proficiency
- Competent, professional and personable
- Basic mathematics and accounting knowledge is necessary
- Excellent oral and written command of the English language is required
- Ability to compose, proofread and edit correspondence
- Possess excellent organizational skills
- Exercise confidentiality, good judgment and discernment
- Service oriented and able to interface with many people is mandatory
- Multitasked in an environment with many distractions is a must
- Reading and comprehending correspondence is imperative

WORKING CONDITIONS

- Working Environment: Typical office environment, with responsibilities that require visiting other areas on campus
- Physical Demands: Must be able to lift, pull, push, grasp and bend while lifting up to 30lbs. Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required
- Travel: Some travel involved including overnight stays

ADDITIONAL INFORMATION

Minimum Conditions for Beginning Employment:

Prior to beginning employment, in accordance with Grace Brethren Schools policy and/or under federal or state law, all employees must:

1. Sign and return an offer of "At Will" employment
2. Present verification of their identity and authorization to work in the United States
3. Successfully pass a background investigation

If, because of a disability, you need special services or facilities in order to apply or interview for this opening please contact the Human Resources department.

Grace Brethren Schools does not discriminate with regard to race, gender, national or ethnic origin, color, age, or disability, to the extent required by law in the administration of its educational policies, athletics, or other programs, or in the administration of its hiring and employment practices.

APPLICATION PROCESS

Completed application form from Grace Brethren Schools. This can be obtained by contacting:

Office of Administration, Human Resources
2762 Avenida Simi • Simi Valley, California • 93065
hr@gracebrethren.com 805.522.4605

Selection Process: The Human Resources department will review all applications. Selected candidates will be invited to participate in a personal interview process at Grace Brethren Schools. Any expense incurred in connection with these interviews will be the responsibility of the candidates.

Application Procedures: All documents included in your application remain the sole property of Grace Brethren Schools and will not be returned. Your file for this opening will not be considered unless all requested items are submitted and are complete.