Dolores School District RE-4A
Job Description
Secondary Academic Advisor

Coordinator

- Academic Contact (concurrent enrollment, online classes, credit recovery, recruiters)
- Coordinate Recruiter Presentations (Military and College)
- Advise students in Financial Aid/FAFSA/Scholarship and Workshops
- Coordinate Testing (ASVAB)
- Act as School Assessment Coordinator (SAC)
    - CMAS Science
    - College Board PSAT/SAT
- Coordinate Beginning of Year Registration
- Senior Advisory/Transition Team
- Coordinate on-campus career fairs or attendance at career fairs for appropriate students.
- Coordinate High School Registration
- Teach and coordinate senior seminar classes as requested
- Regularly update scholarships on the website
- Maintain academic advisor webpage
- Create Individual and new High School student schedules.
- Tracking High School Student's Credit ProgressMeet with students, parents and staff regularly to discuss career pathways, academic progress, grants, graduation requirements, etc.
- Support ICAP development

Team Member:

- School Leadership Admin Team Member
- MTSS Team member (additional stipend provided)

Trainings/Workshops/Presentations:

- Provide Building and District Professional Development Training (as needed)
- Attend Training and Professional Development (when required or requested)
- Present at staff meetings and board meetings (when required or requested)

Miscellaneous Responsibilities:

- Respond to Academic referrals made by teachers, administrators, parents, students, outside agencies, etc.
- Parents Meetings – Schedule and/or attend (when required or requested)
- Consult with teachers, BOCES, community agencies, parents, administration, staff members
- Fire drill zone
- Additional Duties as Assigned

Revised: November 2024