

## Academic Advisor

The position of Academic Advisor for Summit Christian Academy requires a highly organized person with strong written and verbal communication skills, who possesses knowledge of secondary and post-secondary education program requirements. Reporting to the Upper School Principal, the Academic Advisor is responsible for providing accurate academic advising and record-keeping for the Upper School, adhering to the established academic requirements master schedule for satisfactory completion of Upper School education at Summit Christian Academy. Additionally, this position is responsible for providing knowledge and guidance for transition to college and career for students. The purpose of this position is to provide guidance to Upper School students at Summit Christian Academy in order to achieve successful completion of their secondary education and advancement into a post-secondary education program.

### Essential Duties and Responsibilities:

#### Academic Guidance

- **Exemplify the highest level of commitment to Summit Christian Academy through leadership** by demonstrating responsibility, confidence, and decision-making competencies, to motivate and develop others to high levels of commitment.
- **Commitment to the mission and vision of Summit Christian Academy** by personally adhering to the policies and procedures in the Employee Handbook
- **Maintain individual student records and transcripts** by timely recording of classes, academic credits earned, and community service hours fulfilled, ensuring fulfillment of all graduation requirements for the selected diploma.
- **Advise Upper School students toward appropriate courses each school year** by meeting with each student, reviewing academic records to determine courses needed and provide an SCA Course Review Form to each student. Being available to advise and assist students who request to add or drop courses during specified periods of the school year.
- **Coordinate the National Honor Society induction** by determining student eligibility and assisting with the application process and planning the induction ceremony. Notify applicants and parents of the application process, requirements, and selection results to the society. Serve as NHS advisor.
- **Maintain an interconnection with Upper School students** by scheduling class and individual meetings annually for formal and informal conversations to facilitate an ongoing relationship with students.

#### PSAT, SAT, CLT, CTP, ACT Testing Coordinator

- **Facilitate the administration of the PSAT for 10<sup>th</sup> and 11<sup>th</sup> grade students** by managing the logistics of ordering PSAT materials, scheduling the place, time, and proctors for the test, and communicating information to students and parents (including homeschool students).
- **Provide information about PSAT, SAT, CLT, CTP, and ACT tests** to students and parents. Be able to answer questions about registering for a test. Coordinate with Services for Students with Disabilities (SSD) coordinator to determine eligibility for special test accommodations if requested.
- **Schedule and Host SAT tests at Summit**
- **Receive and report PSAT, SAT, CLT, and ACT scores** by ensuring their receipt from the corresponding agencies.

### **College and Career Advisor**

- **Arrange and schedule “College day” with visits from post-secondary education programs** by scheduling representatives from colleges and universities, military armed services, vocational and trade schools, and internship programs for one day.
- **Available to provide information on college and scholarship applications.**
- **Forward official transcripts as requested.**
- **Write and provide letters of recommendation as requested.**
- **Review and assist Juniors and Seniors with college essays (applications and scholarships)**
- **Track college acceptances and scholarships received by students.**
- **Communicate college fairs, available scholarship/grant information to parents and students, sending reminders of due dates through a monthly newsletter.**
- **Research and implement best practices to help students gain acceptance into their number one choice for post-secondary education.**

### **Graduation**

- **Full charge planning and coordination of the graduation ceremony** by ensuring the adherence to graduation ceremony protocol. This is accomplished personally and by delegation.

### **Professional Development**

- Participate in professional learning opportunities to further develop best practices and grow in excellence.