

Academic Advisor
Job Description
Brentwood Christian School

REPORTS TO: Director of Academic Advancement
CLASSIFICATION: Full-time, Exempt

PRIMARY PURPOSE:

The Academic Advisor plays a key role in helping to achieve the mission of Brentwood Christian School, supporting the faculty and administration in efforts to lead students to love God and to nurture them in a Christ-centered academic environment that emphasizes excellence and inspires them to develop their God-given talents for lives of Christian leadership and service.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree in an education or related field

Master's Degree in School Counseling or related field, preferred

Experience:

Three or more years of classroom teaching, preferably in a Christian school

Other:

Active membership in a Church of Christ congregation

Spiritual insight into the Christian life

Support and promotion of the mission of BCS

Special Knowledge/Skills:

- Accepts responsibility and accounts for his/her actions
- Communicates effectively with others using spoken or written word with standard grammar, punctuation, and spelling
- Displays competence in Microsoft Office Suite and various educational software programs

MAJOR RESPONSIBILITIES AND DUTIES

- **Academic Advising**
 - Help students learn how to identify their God-given talents and career potential
 - Guide students through their high school course selections for their graduation plan and create student schedules.
 - Individual student advisement throughout the school year, checking for academic progress, graduation plan requirements, testing, special needs, etc.
 - Guide students through the appropriate college selection and admissions process including: accelerated classes, college credit opportunities, financial aid, and college scholarship opportunities
 - Develop and maintain relationships with admissions offices of local, state-wide, and other Christian colleges to help BCS students gain admittance to their top-choice

universities.

- Schedule Student and Parent Orientations, College Nights, and other meetings throughout the year for the varying grade levels
 - Assist Registrar with graduation preparations regarding student achievement and graduation requirements
- **Test Coordination**
 - Coordinate, schedule, supervise, and maintain records of all college-related and academic testing
 - Provide students with current bulletins, registration packets, registration deadlines, and other information regarding testing
 - Schedule and train appropriate personnel for test administration
 - **General**
 - Be a positive role model for students
 - Establish and maintain open communication by conducting conferences with students, parents, teachers, and principals.
 - Perform any other duties as assigned

WORK ENVIRONMENT:

Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

- Be able to lift up to 25 pounds
- Employee is occasionally required to drive school vehicles

The above is intended to describe general purposes and responsibilities and not to represent an exhaustive list of all duties, responsibilities, and skills required.