



MOUNTAIN EDUCATION

Job Description

Position Title: Student Success Advisor	
Division/Department: Student Services	Evaluation Instrument: Student Support
Pay Rate: \$20/hour	Employment Basis: Part-Time, As Needed
Reports To: Principal	
MINIMUM QUALIFICATIONS	
<ul style="list-style-type: none"> Education: High School Diploma (required) Bachelor's Degree or higher (preferred) Certification: Valid GaPSC Paraprofessional Certification or higher Experience: Ability to relate well to students, parents, and co-workers. Experience coordinating and planning events and activities. 	
Such alternatives to the above qualifications as the Board may find appropriate and acceptable.	
GOAL STATEMENT	
To provide support and guidance to the campus administration, faculty, and students in developing, understanding, and communicating assessment protocols and schedule; to maximize the best possible testing environment and administration of EOCs and other ME assessments; to re-engage and provide support for students who have been withdrawn for lack of attendance so that they can make academic progress.	
DUTIES & RESPONSIBILITIES	
<p>Job Specific</p> <ol style="list-style-type: none"> Maintain an updated caseload list of students who have been withdrawn for lack of attendance (RLOA) Maintain an updated caseload list of students who have missed between 8 and 15 consecutive days (Yellow List) Make contact with each Yellow List and Red List student through the following means: home/mobile phone, text, social media, e-mail, home visit, work visit, face-to face meeting, etc. Develop a positive relationship of trust and caring with each student. Help students identify barriers and problems, brainstorm solutions, and follow through with solutions. Make appropriate referrals to meet students' academic and social/emotional needs. Assist with contacting "Pending" students for the first several months of each school year. Document all contacts/interventions in onTrack. Plan and coordinate monthly attendance incentives drawings. Complete Student Appreciation plans for Fall FTE Window and Spring FTE Window. Complete and monitor Student Appreciation Budget for Fall and Spring FTE Window. Assist with campus Student Appreciation events. Attend monthly Student Services Meetings. Participate in local test training as provided by the System Testing Coordinator (STC) and follow all assessment guidelines from the Georgia Department of Education (GaDOE). Maintain an up-to-date and accurate list of students who are 70% or more complete in coursework and communicate with classroom teachers. Notify students of review dates and testing dates for the End of Course assessments. Notify STC of any students who need Validation of Credit, Retest, or Test Out opportunities prior to testing Keep all testing materials in a locked secure environment until ready to use Administer End of Course assessments utilizing the Student Assessment Handbook and Testing Examiner's Manuals provided by the GaDOE Effectively manage the behavior of students to ensure the testing environment follows guidelines by the GaDOE and assist in the management of student behavior in other parts of the school and school grounds. Monitor all testing sessions to make certain test sections show a "Completed" status prior to dismissing students. Complete Principal's Certification after each test administration, have principal sign, and return to the System Testing Coordinator. Complete the system "Analysis" with all campus testing information. When scores are returned, notify students of scores and the opportunity to retest if the EOC score was below 70. <p>GENERAL DUTIES</p> <ol style="list-style-type: none"> Supervision of students in an ME setting. Ensure the integrity, accuracy, and security of all records. Maintain a high level of ethical behavior and confidentiality of information. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently. Participate in professional learning as assigned. Communicate clearly and concisely, both orally and in writing. Demonstrate appropriate verbal, written, and telephone communication skills. Complete routine tasks with little or no direct supervision. Able to perform tasks involving periods of standing, walking, and sitting. Able to perform the essential job functions with reasonable accommodations. Perform other duties as assigned. 	

IMPORTANT NOTES
<p>ESSENTIAL DUTIES</p> <p>Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.</p> <p>MINIMUM REQUIREMENTS</p> <p>In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.</p> <p>Revised: January 2024</p>