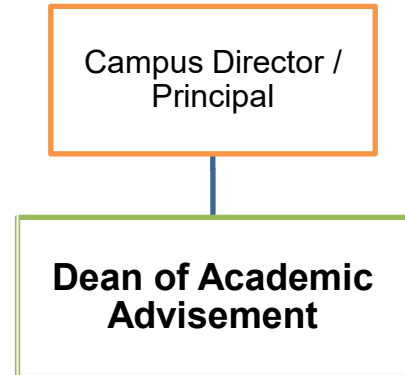


## DEAN OF ACADEMIC ADVISEMENT

<b>Job Title:</b>	Dean of Academic Advisement
<b>Initial:</b>	March 9, 2023
<b>Revised:</b>	
<b>Work Year:</b>	197 days
<b>Office:</b>	Education
<b>Department:</b>	Assigned School
<b>Reports To:</b>	Campus Director/Principal
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Licensed Salary Schedule +15%

### Related Organization Chart



**POSITION SUMMARY:** The Dean of Academic Advisement guides students regarding their academic plans and progress, academic schedule, choice of pathway and/or program, and other academic activities and career goals, and to assist the student in making decisions pertaining to personal educational goals leading to graduation and postsecondary options.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Advises students individually and/or with groups regarding academic core and/or departmental requirements, appropriate class selection, academic policies and procedures, and campus resources.
- Assists students with identification of postsecondary goals and career plans through the ICAP.
- Works to position students to meet state and district mastery and credit requirements to prepare them for graduation.
- Maintains advising records to include credit checks, mastery audits and transcript fidelity and confidential student evaluation records.
- Advises special populations of students within scope of responsibility, such as new or transfer students, students on Specialized Plans, etc., assisting in exploration of academic programs, and focusing on academic supports (MTSS), procedures, policies, and available resources.
- Plans appropriate grade level events to include student achievement recognition, support postsecondary planning and graduation.
- Utilizes school information systems to support delivery of advising services.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- Maintains and monitors learning management systems for students enrolled in e-Learning and Credit Recovery.
  - Serves on appropriate department, college and/or district committees.
  - Performs related duties as required or deemed necessary to meet the academic advising goals within the Advisor's scope of responsibility.
  - Performs other duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise or evaluate other employees.

**Budget Responsibility:** This position has no budget responsibilities.

## **QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

### **Education & Training:**

- Bachelor's degree required, Master's degree preferred plus additional coursework required for certification or licensure.

### **Experience:**

- Minimum of three years highly successful teaching and/or counseling
- Academic advising experience is preferred
- Knowledge of high school graduation requirements and course scheduling practices

### **Knowledge, Skills & Abilities:**

- Demonstrated high student achievement and /or growth
- Ability to read and decipher a student transcript
- Ability to implement research-based instruction and understanding of curriculum design and alignment
- Ability to support cross-curricular/interdisciplinary teaching and learning
- Ability to work well with others in a diverse educational community
- Ability to coach and work with adult learners
- Excellent oral and written communication and interpersonal relation skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to communicate effectively with various stakeholders
- Ability to perform responsibilities without the necessity of close supervision
- Proficient in the use of personal computers and common software applications

### **Certificates, Licenses, & Registrations:**

- Colorado Department of Education Educator License in the area of assignment.
- Criminal background check required for hire.
- Valid driver's license required for hire.

## **OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must occasionally lift and/or move up to 25 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, synthesize, evaluate, use interpersonal skills and negotiate. Frequently required to coordinate, compile, instruct and evaluate.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*