



## Education Advisor

### *Job Description*

<b>Reports To:</b>	High School Principal ( <i>or designee</i> )
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Certificated
<b>Pay Scale:</b>	Range 7
<b>Work Schedule:</b>	190 days/11 months
<b>Location:</b>	Remote Office

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**Position Summary:** *Education Advisor (EAs) support high school students in meeting their educational goals and ensuring they are successful in an independent study environment. Required duties include administrative responsibilities and completion of all required paperwork as outlined below. EAs are required to participate in all staff meetings, trainings and/or sessions scheduled as well as develop and build community opportunities for the students, families, and community providers within the region(s) they serve. EA will provide direct live instruction as a virtual learning teacher in a subject area related to English, math, history, science, visual and performing arts (VAPA), CTE (Career Technical Education), a language other than English (LOTE, eg. Spanish) or electives. EAs are expected to uphold the school's mission and shared values, philosophy, and policies and procedures. EAs meet with students in person at the beginning of each semester and may meet students virtually for learning period meetings so long as the virtual learning period meeting (LPM) format is beneficial to the student.*

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **Professional Support:**

The Education Advisor (EAs) ultimate responsibility is to ensure the success of each student on their roster. This will require a high level of knowledge in many areas and personalization of the students' high school plans. In depth an ongoing training will be required to successfully personalize and support each student. The EA must meet with assigned students and parents to support the students' academic needs and to facilitate adequate progress in the Common Core state standards. This includes accurately completing all educational and administrative duties and paperwork, building community and college opportunities, and other tasks as needed to achieve this goal.

#### **Education Advisor responsibilities:**

1. Develops a four year graduation plan within two days of signing the Master Agreement and updates the plan each semester
2. Completes high school plan overview in student central for each student each semester. Plan includes all relevant course information including links to log on information, syllabi, pacing guides, gradebooks, for each high school course for each student. Links all gradebooks to the appropriate HQT instructor and keeps the gradebook up to date
3. Completes learning period meeting notes stating the current progress in each course, and sends a follow up email after each LPM including goals for upcoming LPM, re-pacing each course as needed.

4. Evaluates, updates, and documents student progress towards the educational plan and Common Core State Standards by examining the entire body of student learning at the Learning Period Meeting (LPM), engaging the student through evaluative critical thinking discussions, coursework demonstration, and live observation of students in their online courses
5. Collects work samples each learning period
6. Proactively seeks information and researches high school curriculum and course work opportunities
7. Ensures the parent are aware of the opportunities and benefits of independent study including but not limited to dual enrollment, personalized learning options, FAFSA, college and career options.
8. Meets students in person once per semester, or more often as needed depending upon the needs of the student
9. Stays current with UC a-g requirements, IGETC, Assist.org and school policy and procedure
10. Accurately completes the required paperwork and documentation for each student according to individual deadlines
11. Advises and supports parents and students with attention to the students' individual strengths and interests
12. Ensures student's academic needs are met by ordering, researching, updating and suggesting curriculum appropriate for that student
13. Suggests and provides information regarding available educational opportunities
14. Communicates and personalizes school information and emails to the parents/students with particular attention to high school related deadlines
15. Evaluates student transcripts for graduation/completion purposes
16. Attends Individualized Educational Plan (IEP), occasionally observes SAI and attends other required meetings for assigned students
17. Proctors state mandated tests and administers any charter required assessments, local assessment and mid-term and final exams
18. Participates in a WASC focus group(s) and completes assigned WASC related projects/tasks
19. Attends mandatory teacher trainings such as TEAM, College Board trainings, UC/CSU trainings and in-person conference each fall, FAFSA and Financial Aid training, College Search training, Career and Technical (CTE) training, CA Dashboard training, School Pathways training, community providers specific training, one on training with the lead coordinator, and All EA end-of-year in person training
20. Completes annual professional growth such as reading scholarly articles and books to discuss and implement evidence based practices
21. Attends annual all- school meetings and regular regional meetings
22. Completes in-person, online and other trainings as determined necessary by the school
23. Is aware of all parent and school related group emails and responds to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours
24. Ensure each student will graduate 'prepared' as described by the CDE's CCI by diligently monitoring students' progress
25. Demonstrates an understanding of school policies and procedures
26. Demonstrates an understanding of the teacher manual
27. Stays current with school policy and procedure

28. Performs other duties commensurate with the functions and level of the position

**Paperwork and Documentation:**

The Education Advisor must accurately complete all paperwork and documentation necessary to serve each assigned student. Completed documentation must be submitted by specific due dates as specified by the school. The required documentation includes, but is not limited to, the following:

1. Master Agreements and other enrollment paperwork
2. Attendance documentation
3. Assignment and Work Record (AWR) in Pathways to document student learning--to be completed within five (5) school workdays from the date of the Learning Period Meeting (LPM)
4. Report cards
5. Purchase orders
6. End-of-year review (performed after last day of school)
7. High school plans and paperwork
8. Maintain an accurate EA budget
9. IEP, 504 and SST paperwork
10. Progress Improvement Notification (PIN) documentation
11. Additional paperwork as needed

**Community and Social Engagement:**

Education Advisors are responsible for building family engagement opportunities. The following list is not exhaustive, and the EA would work proactively to meet the needs of their students before they are requested.

1. Support high school clubs by attending events or virtual meetings with students
2. Community service: Support Student Council by promoting community service events to all students, attending one student council meeting each semester, and joining events or virtual meetings
3. Attend one career focused field trip for high school students, or other event that was approved by the Student Services department
4. Plan and attend at least one community college tour and become knowledgeable about their concurrent enrollment requirements as well as all CTE options.
5. Plan and attend at least one 4 year college tour with students, or attend one college fair with students or other community event approved by Secondary Education

**Advice and Support:**

The EA is expected to serve students with varying needs. A broad base of educational knowledge as well as a thorough understanding of educational opportunities available is necessary in order to support families adequately. Additional training will be required as needed.

The EA is responsible for answering educational questions posed by their families, performing research, using the manual, and consulting their supervisor as needed.

**Other Duties**

- Proctoring duties as needed during the testing season
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 24 business hours

- Serves and meets with students during normal business hours unless prior approval has been extended by supervisor
- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act)
- Perform other duties as assigned

### **VIRTUAL TEACHING ESSENTIAL FUNCTIONS and RESPONSIBILITIES**

1. Delivers orientation, instruction, and assistance to students through a virtual classroom environment up to 4 hours per week.
2. Provides clear information to students, parents and teachers regarding class objectives, weekly assignments, homework requirements, grading rubrics and grading scale
3. Monitors the progress and learning of students through online platforms and systems and assists students with working towards mastery of content
4. Provides pacing guide for each course for student, parent, and teacher use
5. Uses a variety of assessments such as benchmark exam results, iReady and CAASPP scores and to determine and provide differentiated instructional for students
6. Employs a wide variety of teaching methods designed to create opportunities for deep understanding and differentiated instruction for all levels of ability within a class, including serving students identified with special needs
7. Collaborates with additional departments and/or teams to ensure that all students are able to access the curriculum successfully
8. Implements effective tiered intervention to ensure student success
9. Accurately grades work and provides detailed quality feedback to students
10. Holds live virtual weekly 'drop-in' office hours
11. Parent communication and support:
  - a. Coordinates the parent notification of student progress, with special emphasis on student behind pace or in jeopardy of not passing
  - b. Provides parent with standards
  - c. Reviews the parent's course outline and ensures the standards are covered and that there is adequate rigor
  - d. Provides parent with feedback as necessary
  - e. Creates a pacing guide for the year for the parent and teacher; includes due dates for assignments
12. Gives final approval on personalized courses
13. Reviews completed coursework and makes final grade determination

### **QUALIFICATIONS GUIDE**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

#### **Experience:**

- Two years of successful teaching experience in the high school setting preferred

- Experience in a homeschool/independent study model highly desirable

**Education:**

- A valid, current, and appropriate California state teaching credential for teaching staff. A copy of Teaching Credential to be provided and kept current
- English Language Authorization required

**Other Qualifications:**

- As a public school, Sage Oak is required to follow regulations from the CDPH which may include required masking, testing, and, if mandated by the State, COVID-19 vaccinations. Requirements are subject to change based on current legislative, CDPH, and Cal/OSHA updates.
- State and federal fingerprint clearance (LiveScan) to work with students (Ed. Code 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance
- Proof of a clear TB Tine test or signed Certificate of Completion dated within the last 60 days (Ed. Code 49406) upon employment and thereafter updated every four years
- The employee is expected to acquire and maintain a working computer with an internet connection and a printer
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations

**Knowledge:**

- Willingness to research and become knowledgeable of curriculum and educational resources
- Computer Literacy: General knowledge of database software, how to use the internet to find information and complete tasks, email usage, order processing systems, spreadsheet software, and word processing software

**Acquired Skills:**

- Well developed, clear communication and interpersonal skills that maintain a respectful, professional and courteous manner
- Conflict resolution skills
- Strong organizational skills

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Ability to transmit passion for learning to students and families
- Flexibility and adaptability
- Openness to differing views and objectives
- Ability to deliver information concerning curriculum, teaching, assessment, and learning to families
- Serve the student and parent's needs to the best of his/her ability without allowing his/her own convenience to interfere

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing to read a variety of materials and monitor students
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting objects up to 50 pounds
- Close vision and ability to adjust focus

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperature
- Employee must have available transportation and be able to drive up to 200 miles in a day

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*The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.*