

FREEDOMPROJECT ACADEMY ACADEMIC ADVISOR JOB DESCRIPTION

FreedomProject Academy (FPA) is seeking a full-time qualified, enthusiastic, dedicated, and experienced Academic Advisor to assist in the development and facilitation of FPA's online classes while providing student support and feedback. Academic Advisors assist students in maintaining academic progress in our online learning platform. Academic Advisors will communicate regularly with students, maintain records of their performance, and intervene if a decline in grades occurs. Preferred candidates should possess education certification or credentials from an accredited institution with a minimum of a Bachelor's degree required. Preferred candidates will also have experience or knowledge in special education. The desired candidate will have strong written and verbal communication skills and experience using technology in an online learning environment.

Qualifications:

- Bachelor's degree in elementary and/or secondary education; Master's degree preferred
- Experience in student counseling, development, education, or related field
- State license or certification
- Experience teaching in an online learning environment
- Strong computer skills
- Strong problem-solving and analytic skills
- Strong knowledge of assessment and evaluation practices for teaching and learning
- Strong written and verbal communication skills
- Ability to maintain accurate and updated records concerning student evaluation and performance
- Preferred knowledge and experience in special education
- Knowledge of classical curriculum and classical pedagogical approach to instruction
- A desire to help students in their academic journey from enrollment to graduation

Responsibilities include but are not limited to:

- Aiding in the course selection process to ensure progress toward student goals
- Displaying an interest in student development
- Assisting students in developing habits and other skills to ensure success
- Identifying student strengths and weaknesses
- Analyzing data and maintaining updated reports on student progress
- Intervening if academic abnormalities occur
- Connecting students with resources, such as tutoring to ensure success
- Demonstrate a strong understanding of and adherence to FPA's policies, procedures, goals, beliefs, and values
- Review class schedules for students
- Review Canvas Quest and check for completion by new students upon enrollment
- Respond to parent/student requests and questions related to courses, curriculum, texts/materials, etc. via email, Canvas messenger, or phone call
- Generate and deliver progress reports and finalize grades and report cards for students
- Provide assistance in Canvas navigation for students/parents
- Attend faculty meetings as needed
- Monitor and review classes and student assignment submissions in grades 6-12
- Evaluate student course work in core area(s) of instruction based on knowledge and expertise in respective discipline(s)
- Hold weekly "office hours" for students in grades 6-12
- Facilitate and score placement tests for new students enrolling in grades 6-12

- Draft, proofread, and edit assignment sheets and assignments for classes
- Complete and update course planning worksheets for students
- Ensure syllabi, assignment sheets, and assignments are posted as scheduled for online classes
- Assist with screening, identification, referrals, and recommendations for students with known or suspected disabilities
- Other duties as assigned by the FreedomProject Academy Principal

Hours:

Full-time position at FreedomProject Academy headquarters from 8:00am-5:00pm M-F with flexibility to sometimes work from remote location

Salary/Benefits:

\$40,000-\$50,000 annual salary; commensurate with education and experience

Full benefits package available for medical/dental