

# Academic Advisor

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The Academic Advisor will lead middle school and high school college and career planning. As a member of the Academic Team, the Academic Advisor will work closely with the Administrator, Dean of Academics, Assistant Dean of Academics, and Department Heads in creating an atmosphere where academic excellence and character development are combined.

## **Responsibilities/tasks:**

- Work with families to assist with scheduling and course selection by utilizing a Personal Plan of Study (PPOS) for all high school students
- Review the PPOS for high school students to ensure that they are on track for graduation
- Maintain and disseminate information about standardized tests such as SAT, ACT, ASVAB, CLEP, and PSAT
- Assist with the implementation of standardized testing (Iowa Assessments)
- Serve as AP Coordinator for the school and help students register for AP exams
- Serve as the A+ Coordinator for the school
- Be the point of contact for dual credit and dual enrollment classes and help students register for those classes
- Continually evaluate graduation requirements in light of Department of Higher Education and university requirements
- Educate students and parents about colleges, the college admissions process, trends, procedures, and testing; advise and support seniors and families as they go through the process; and help students and families aspire realistically and choose wisely
- Hold an annual meeting for each high school class to prepare them for post-graduation
- Schedule college admissions representatives' visits (Equip classes)
- Keep parents informed about test dates, local college events, and financial aid
- Compile an annual school profile
- Coordinate the academic award and recognition policy
- Provide general counseling and/or direct students to an off-site counselor or pastor as needed

- Maintain strict confidentiality about student grades and academic progress, therefore information will be shared on a need-to-know basis only, and information necessary to be shared for the purpose of Lighthouse Preparatory Academy's overall performance will be identified
- Fulfill other duties and responsibilities as assigned
- Work with the Administrative team to identify "at-risk" students and develop a performance improvement plan for these students
- Assist the Administrator in situations of academic dishonesty
- Assist the Administrator, Dean of Academics, and Assistant Dean of Academics in course planning, evaluation, and developing the course schedule
- Serve on the Academic Team
- Serve approximately 12 hours per week during the school year

**Job Reimbursement:**

- \$5,550/annually with 10% qualified tuition reduction for students enrolled at Lighthouse