

EASTFORD SCHOOL DISTRICT  
Eastford, Connecticut

JOB DESCRIPTION

TITLE: Academic Support Advisor – (There may be different advisors for different days of the week and/or different grade levels)

QUALIFICATIONS: 1. Demonstrated success in classroom teaching  
2. Demonstrated success in identifying with and relating to children who have attentional and organizational issues

REPORTS TO: Building Principal

JOB GOAL: The Academic Support Advisor is responsible for maintaining a quiet workspace for students to complete classwork and homework and/or receive academic subject area support from 3:45 to 4:45.

COMPENSATION: \$50 PER SESSION

RESPONSIBILITIES OF THE ACADEMIC SUPPORT ADVISOR INCLUDE BUT ARE NOT LIMITED TO:

1. Act as a liaison with the staff in assisting and nurturing students who can benefit from help with their work.
2. Records students' names and days they will be attending (Monday only, Tuesday and Thursday only, Monday-Thursday, etc...).
3. Places requests for Academic Support attendance, referrals, and excuses in folder.
4. Takes attendance; immediately checks with office or teachers if expected students are not present.
5. Contacts parents if necessary.
6. Checks that students have all materials, including agenda.
7. Discusses with teachers regarding any pending work, long-range projects, etc. that are due.
8. Helps with assignments, spelling pre-test, proof written work, math questions, etc.
9. Checks off in student agenda any work completed in Academic Support.
10. Places completed work in individual folders or leaves with teachers, as appropriate.
11. Contributes to reports on progress of students for whom Academic Support is an intervention goal.
12. Provides materials such as magic markers, pens, pencils and poster paper to facilitate work completion.
13. Waits with students until all have been picked up at 4:45.
14. Performs any other duties as assigned by the principal.

TERMS OF EMPLOYMENT: Durational appointment in line with language in the After School Grant for the program.

EVALUATION: Annually in accordance with the After School Grant.