

Hoffman College Prep/AVID Advisor

Job Description



Job Title: Hoffman College Prep/AVID Advisor

FLSA Exempt

Reports to: Principal

Pay Grade: Teacher Scale

Dept./School: Hoffman Middle School/Hoffman College Prep

Calendar Days: 192

Contract: Probation/Term

Revised: 5/17/22

Primary Purpose

The Hoffman College Prep/AVID Advisor will strengthen the college-going culture at Hoffman College Prep Middle School by hosting college and career events, engaging in presentations to students, advocating for the importance of engagement in advanced academics (i.e. high school initial credit, pre-AP courses, etc.) and other initiatives that foster investment and excitement for postsecondary opportunities. The Hoffman College Prep/AVID Advisor will also implement supplemental measures to increase and track student outcomes on standardized testing, inclusive of the PSAT and other practice entrance exams. Furthermore, the Hoffman College Prep/AVID Advisor will extend this reach to parents/guardians of students served by educating and supporting parents/guardians through their child's process of postsecondary exploration.

Qualifications

Education/Certification:

- Bachelor's degree from an accredited college or university (required)
- General qualifications of a teacher as prescribed by the State Department of Education (required)

Special Knowledge/Skills:

- Knowledge of work with first generation, low socioeconomic status, and/or undocumented populations
- Bilingual, with a preference in Spanish fluency
- Strong communication and presentation skills
- Ability to track and organize data
- Parent outreach, with a preference for conversations that involve postsecondary success
- Support or lead the work of high school student groups
- Classroom and/or management of high school student groups

Experience:

- At least three (3) years of professional experience, with a combination of experiences in the following areas: AVID, college access, teaching.

Major Responsibilities and Duties

College-Going Culture

1. Serves as the AVID campus advisor, providing campus support to familiarize students and teachers with the AVID strategies and monitoring students' progress.

Hoffman College Prep/AVID Advisor

Job Description



2. Recruit students into the program by ensuring that the website, social media, and community-wide efforts for outreach have been planned and deployed.
3. Develop school-wide goals that ensure that all students have equal access to rigorous academic programs and activities of the school.
4. Collaborate with Program Directors to implement recommendations for the integration of rigorous learning experiences.
5. Collaborate with Counselors to identify and create opportunities for students to engage with college representatives via college campus visits and college fairs, as well as career exploration activities.
6. Develop and facilitate programming to inform 6th through 8th grade students of habits and practices that will lead to success in their high school career, and translate into a competitive college applicant.
7. Assist external partners with identification and recruitment for college access programs (i.e. IB, P-TECH), and participation in supplemental exploration trips where needed.
8. Collaborate with counselors and the Curriculum Assistant Principal to ensure that student schedules are maximized for student's success.
9. Utilize and train on Schoolinks as a tool for college and career exploration.
10. Advertise opportunities to engage in advanced coursework (i.e. pre-AP, dual credit).
11. Lead summer transition efforts that support student success in high school.

Parent/Guardian Engagement

12. Create and deliver parent presentations in the fall and spring semesters for parents/guardians.
13. Create communication flow (i.e. social media, call outs, mailers, pamphlets), advising parents/guardians of ways to support their child at each grade level.
14. Host informal monthly "pop in" parent/guardian sessions that allow this group to gain continual clarity on best practices for parent college-going support.

Other:

15. Assume other duties as may be assigned by the principal.

Supervisory Responsibilities

None

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress
Physical Demands/Environmental Factors: May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; frequent districtwide and occasional statewide travel

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Hoffman College Prep/AVID Advisor

Job Description



Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)



This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.