

## **JOB DESCRIPTION**

### Student Success Advisor

**TITLE:** Student Success Advisor (SSA)

**REPORTS TO:** Dean of Students

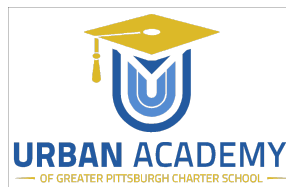
**JOB FUNCTION:** The Student Success Advisor (SSA) will work collaboratively, as a member of the Student Support Services Team (SSS) with the School Social Worker, Dean's Office, and the Coordinator of the Program for Students with Exceptionalities (PSE) to efficiently and effectively provide student support services in areas of, but not limited to, student programming, behavior, group and individual sessions, as well as crisis prevention, intervention, and management with the goal of improving certain student behavior, social skill development, and academic outcomes. The role incorporates responsibilities for promoting good decision making and student success. While no position description completely describes the job, the responsibilities listed below are a representation of the major expectations of the Student Support Advisor.

### **STUDENT SUCCESS ADVISOR DUTIES and RESPONSIBILITIES**

- Maintain strong and positive relationships with students pertaining to advising, discipline and behavior support.
- Provision of advice to students relating to academics, decision making, relationships
- Contribute to strategies and projects to support student success
- Coordinate the implementation of appropriate student-centered group and individual counseling sessions focused on positive attitude, leadership, self-control and emotion-control among other important subjects.
- Work as part of the Student Affairs Team to identify and implement behavioral support strategies and interventions for certain students.
- Work as part of the Crisis Response Team to assist in maintaining a safe learning community for students, faculty and staff.
- Develop a daily schedule for certain student "check-ins" to assist in keeping the student on track and out of trouble.
- Create student profiles and behavioral plans to help reduce out of school suspensions.
- Coordinate and lead restorative circles in support of the school's Positive Behavioral Interventions and Support (PBIS) plan.
- Coordinate a shared schedule to support in-school detention and Saturday school.
- Case management for certain families involved with the Family First Center.
- When needed, participating directly in external meetings and following up with the relevant parties.
- Prioritizing and managing multiple projects simultaneously and following through on issues in a timely manner.
- Proactively identifying ways to improve the efficiency and efficacy of the Student Support staff.
- Anticipating needs from the students and identifying opportunities to create processes and systems which will enhance student success.
- Share the responsibility of documenting student performance
- Share the responsibility of communicating with staff, parents, and students
- Directing various small group activities
- On occasion, managing professional development and/or modeling intervention strategies

### **KNOWLEDGE, SKILLS and ABILITIES**

- Demonstrates the ability to work with children of all ages who are dealing with various learning troubles.
- Possesses excellent relationship skills and the ability to intervene when children are off track.



- Exhibits outstanding organization and time management skills for managing a large workload.
- Displays highly effective communication skills geared to various age groups.
- Is able to work well independently and with very limited supervision.
- Possesses the ability to make decisions based on factual evidence and observation.
- Demonstrates the ability to use multiple techniques to help students develop study, learning and testing skills.

### **EDUCATION and EXPERIENCE**

In order to work as Student Success Advisor, it is preferable that the individual possess at least a Bachelor's degree from an accredited college or university, or an acceptable combination of experience in counseling or behavioral support experience.

### **SALARY**

\$30,000 - \$35,000