



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Early College Academy College Advisor
Payroll/Personnel Type:	10 Month
Job #:	8869
Reports to:	Associate Superintendent of College and Career Readiness
Shift Length:	6.5 Hours a Day
Union Eligibility:	Not Eligible

Position Summary:

This position is responsible for the daily running of the Early College Academy located at Forest Park Campus of the St. Louis Community College. The position includes assisting full time SLPS dual enrollment students with course selection and progress monitoring, assistance with support services, attendance, cohort development and data collection. The goal is for all cohort students to earn their Associates Degree and High School diploma concurrently.

Essential Functions:

- Supporting and monitoring the Junior and Senior Cohorts related to academic, personal and social-emotional needs
- Monitor the ECA Suite at Forest Park Community College
- Maintain attendance and academic records of the SLPS Cohorts
- Communicate daily with students in the suite or on Microsoft Teams
- Communicate with parents/guardians concerning student progress; including Progress 1, Midterm, Progress 2 and Final grade reports each semester
- Work closely with STLCC staff/faculty/administration to help ensure the success of our students
- Communicate with SLPS high school staff and administration to help ensure the success of students
- Coordinate testing required for high school graduation (EOC's, MO/US Constitution, CPR, Civics)
- Coordinate ACT Prep session with Focus On Learning for ECA Juniors
- Facilitate classroom guidance lessons on post-secondary planning
- Assist students with college applications/FAFSA/scholarship application completion and post-secondary placement
- Provide documentation to the St. Louis Public Schools Foundation as needed
- Complete recommendations for students' college and scholarship applications
- Coordinate textbook and course material ordering with the STLCC bookstore
- Coordinate tuition and book payment with STLCC Students Accounts
- Coordinate breakfast/lunch availability with SLPS Food Service
- Coordinate and monitor the ECA Mentoring program
- Coordinate recruitment of future ECA cohorts, including visits to high schools and monitoring the application process, and promotional materials
- Work with SLPS Institutional Advancement on telling the ECA story
- Maintain all ECA Cohort records

Knowledge, Skills, and Abilities:

- Ability to apply basic principles to solve practical problems
- Excel spreadsheet proficiency
- FAFSA knowledge
- Ability to deal with a variety of variables in situations where only limited standardization exists



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- Familiarity with community college and university admissions

Experience:

- Experience assisting the College Admissions process (required)
- Experience as a School Counselor (preferred)

Education:

- Bachelor’s degree (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date	Immediate Supervisor	Date
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.



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