

Fairview Area Schools  
Fairview, Michigan

# **JOB POSTING**

## **Academic Advisor / Testing Coordinator**

This position entails advising students regarding academic plans and progress, assists the student in making decisions concerning personal and educational goals leading to graduation and beyond. Will also be involved with behavior intervention, along with post-secondary career and vocational planning. The position requires working closely and collaboratively with administration, staff, students, and parents.

### **Qualifications:**

- A. Bachelor's degree in Education, Counseling, or Human Services preferred
- B. Possess an understanding of the requirements and academic options available to students
- C. Proficient in state testing regulations
- D. Able to document and evaluate student achievement data
- E. Highly organized with excellent communication skills
- F. Professional in personal conduct and action

### **Duties:**

- A. Provide a full array of academic and career counseling services to students
- B. Plan, monitor and direct the 4-year process to student graduation (Michigan Merit Curriculum)
- C. Develop student interventions and guidance programs
- D. Recognize mental, social-emotional, and behavioral challenges and make appropriate referrals
- E. Become familiar with all curricular and extra-curricular offerings and programs at the school, in both the traditional and virtual environment
- F. Coordinate, schedule, and deliver standardized tests to students (SAT, ACT, M-Step, etc.)
- G. Coordinate and participate in orientations, graduation, awards nights and other school functions
- H. Coordinate and promote dual-enrolled programs, Career Tech, and Early College opportunities
- I. Develop and maintain high school schedules, grades, and transcripts
- J. Maintain appropriate, confidential records and provide timely reports
- K. Perform other duties as assigned by administrator

### **Desirable Characteristics:**

- A. Experience in academic advising or related career preferred, or a combination of education and experience commensurate with the requirements of the position
- B. Experience with Early College and Career Tech preferred
- C. Familiar with financial aid, scholarships, and student support services
- D. Ability to work effectively with special-population students
- E. Ability to learn and use computer programs and database management systems.

**Application deadline Friday, May 10, 2024.**

**Salary commensurate with experience.**

Send letter of interest, resume, copies of licenses and certifications if appropriate, and three (3) letters of recommendation that support the position to:

Sarah Taylor, Superintendent  
Fairview Area Schools  
1879 E. Miller Road  
Fairview, MI 48621  
[staylor@fairview.k12.mi.us](mailto:staylor@fairview.k12.mi.us)