

Advisory Coordinator Job Description

Position Title: Advisory Coordinator	Division: Certified
Work Year: 9 Months	Department: All
Location: Camelback High School	Salary / Stipend: N/A

GENERAL STATEMENT OF RESPONSIBILITIES

Advisory Coordinators lead a team of teachers through the advisory experience. Each coordinator is responsible for supporting 15-17 advisory classes. Coordinators will be responsible for supporting advisors in addition to managing a schedule for students to travel to their own class for tutoring.

MAJOR DUTIES

- Assist teachers on your strand with the day to day process of advisory
- Assist advisory teachers in supporting students that are struggling academically, emotionally, and behaviorally
- Meet with strand administrator to celebrate students in each advisory
- Meet with students quarterly to discuss grades, and determine course of action for improvement
- Track students through Synergy and via Excel spreadsheets
- Analyze strand data through synergy reports
- Available at least 3 days during advisory to support student interventions

QUALIFICATIONS

- Successful experience running an advisory classroom
- Strong desire to work as a leader on campus
- Extensive knowledge of the advisory process
- Technologically sound: Synergy, Microsoft Excel, Word, StudentVue, ParentVue
- Strong desire to help all students succeed