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

**REPORTS TO**: Vice Principal / Director of Student Affairs

**JOB FUNCTION**: The Student Success Advisor (SSA) will work collaboratively, as a member of the Student Affairs Team with the Dean of Culture, School Social Worker, SEL Coordinator, Programs Coordinator, and additional SSAs to efficiently and effectively provide student support services and activities in areas of, but not limited to, student programming, behavior, group and individual sessions, as well as crisis prevention, intervention, and management to improve specific 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 represent the significant expectations of the Student Support Advisor.

**DUTIES and RESPONSIBILITIES**

### Student Support & Advocacy

* Provide advice to students relating to academics, decision-making, and relationships.
* Maintain strong and positive relationships with students on advising, discipline, and behavior support.
* Develop a daily schedule for specific student check-ins to assist in keeping students on track and out of trouble.
* Work as part of the Crisis Response Team to assist in maintaining a safe learning community for students, faculty, and staff.
* Assist the School Social Worker with attendance and the truancy process, ensuring timely intervention and communication with families.

### 

### Behavioral & Restorative Support

* Work as part of the Student Affairs Team to identify and implement behavioral support strategies and interventions for certain students.
* 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.

### 

### Counseling & Intervention

* Coordinate appropriate student-centered group and individual counseling sessions focused on positive attitude, leadership, self-control, and emotional regulation.
* Case management for certain families and students involved in the Family First Center.

### 

### Academic & Instructional Support

* Provide classroom coverage as needed to support school operations and ensure continuity of instruction.
* Occasionally facilitate professional development and/or model intervention strategies to staff.

### 

### 

### 

### 

### Event Planning & Coordination

* Event planning, coordination, and support.
* Direct various small group activities.

### 

### Communication & Collaboration

* Communicate with staff, parents, and students.
* Participate directly in external meetings and follow up with the relevant parties when needed.

### 

### Data Management & Documentation

* Document student performance.
* Prioritize and manage multiple projects simultaneously and follow through on issues promptly.

### 

### Process Improvement & Organizational Efficiency

* Proactively identify ways to improve the efficiency and efficacy of the Student Affairs staff.
* Anticipate student needs and identify opportunities to create processes and systems to enhance student success.
* Contribute to strategies and projects to support student success.

**KNOWLEDGE, SKILLS and ABILITIES**

* Can work well independently and with limited supervision.
* Displays highly effective communication skills geared to various age groups.
* Possesses the ability to make decisions based on factual evidence and observation.
* Possesses excellent relationship skills and can intervene when children are off track.
* Exhibits outstanding organization and time management skills for managing a large workload.
* Demonstrates the ability to work with children of all ages with various learning needs.
* Demonstrates the ability to use multiple techniques to help students develop study, learning, and testing skills.

**EDUCATION and EXPERIENCE**  
To work as a student success advisor, the individual should possess at least a bachelor’s degree from an accredited college or university or an acceptable combination of counseling or behavioral support experience.

**URBAN ACADEMY STATEMENT**

Urban Academy will be a model for Urban education, and the strategic combination of academic excellence, cultural relevance, and broad educational access.

**SALARY**

Salary ranges between $30,000 - $45,000 annually and varies based on experience.