



3107 Trinity Boulevard
Texarkana, AR 71854

870-779-1009

870-772-1258

www.trinitywarriors.org

tcs@trinitywarriors.org



Student Success Advisor Job Description

Reports to: Dean of Instruction

Relates to: Head of School

Position Summary:

This role is responsible for providing academic and career guidance to students which lead to students meeting TCS graduation requirements and student readiness to reach future career goals.

Responsibilities:

- Monitor student academic performance, behavior, and attendance; and assist with appropriate interventions.
- Supervise and coordinate the standardized group testing of ability. When requested, interpret standardized test results for faculty, students, and parents.
- Maintain career resources, college and scholarship information, parent/guardian resources, teacher resources, and community resources in an effort to meet the needs of the school constituency.
- Assist students with course selections that are appropriate for graduation requirements and career plans. Monitor student credits for graduation.
- Assist students in developing educational plans, including unique opportunities, school-to-career guidance activities, and scholarship information.
- Organize and supervise student testing programs such as the SAT, ACT, PSAT, and advanced placement tests.
- Provide students with college counseling and information about various college programs.
- Assist students with college applications, transcripts, recommendations, and the like.
- Plan and host an annual dual credit parent night during the school year.
- Refer parents and students to ministry programs, community agencies, or specialists as appropriate.
- Maintain records to document interactions, interventions, and decisions.
- Meet regularly with the school administration in order to provide feedback, discuss program, confer about and pray for individual students, and receive direction.
- Assist with administrative functions of TCS (classroom/main office coverage, filing, running reports, etc.)
- Plan and coordinate senior graduation and all associated activities.
- Create student schedules and graduation plans in TCS' student information system.
- Other duties, as assigned.

Qualifications:

- Must be a follower of Jesus Christ, exhibiting a growing relationship and spiritual maturity.
- Committed to continuing spiritual, personal, and professional development.
- Must understand and have a commitment to the vision of Trinity Baptist Church and Trinity Christian School.

- Ability to preserve confidentiality of sensitive information.
- Be sensitive to the concerns and needs of diverse student populations.
- Experience in providing academic counseling/support to students.
- Ability to multitask.
- Ability to assimilate and organize material and ideas to communicate effectively in a variety of forms.
- Must have a Bachelor's Degree.

Physical and Environmental Conditions:

- Will spend time sitting or standing at the desk. Will also have to do some lifting of supplies and materials from time to time.
- Will be located in a busy, sometimes noisy office. Will be faced with frequent interruptions and must meet with others on a regular basis.
- There are a number of deadlines associated with this position, which may cause significant stress. Must be able to communicate clearly with a wide variety of people on various issues.
- Possible exposure to a variety of childhood and adult diseases and illnesses.

Hours and Salary Information:

- 20 to 25 hours per week
- Salary depending on experience