

## **1.0 FTE General Education Advisor**

### Position Description:

An advisor at EOC is responsible for guiding an advisory group of 13-16 students in the completion of all curriculum requirements. Advisors train and assist students in the project process, check in daily with students online, assist students with technology, and engage students in setting academic and life skill goals. Advisors maintain attendance, transcripts, and other records in a timely manner and make them available for student use. Advisors hold conferences with parents four times a year and as necessary, including intake meetings for new students. Advisors plan and conduct advisory field trips and other activities that encourage community interaction and school-community ownership, attend and help organize all-school trips, graduation, and other special events, and support marketing and recruitment of students. Advisors also participate actively in 2-3 site-based management teams. Advisors take on additional duties as necessary, according to availability, skills, and talents.

Qualifications: Minnesota Middle School or Secondary Licensure and BS/BA from accredited college or university

Institution Description: EdVisions Off Campus is an online project based learning school. Students and staff work from home with monthly gatherings. Visit <http://www.lovethischool.org> for more information.

Application instruction: Please email a cover letter and resume to Tessa Mayer at [tessa@edvisionsoffcampus.org](mailto:tessa@edvisionsoffcampus.org)

Closing date: Open until filled