

Websterville Christian Academy

Distinctively Different by God's Design

Academic and Student Advisor

General Statement of Duties:

This is a comprehensive position that serves under the authority of Head of Schools in the oversight of the academic vision of WCA. This position will incorporate the students' affairs and long-term goals into the vision of the school in congruence with their academic achievement.

The Academics and Student Advisor will perform technical, administrative (under the supervision of the Head of Schools) and management work. This position is responsible for ensuring that all classes are pursuant to the Vision of WCA and that the students graduating are fit for Kingdom Service and support their transition into the next season of their walk.

The position will directly support the Head of Schools managing WCA's academics and student life to parallel our vision. Our vision: Distinctively Different by God's Design, and this position will ensure the academic outlook is to produce students who will glorify God and reach his/her God-given potential in order to make a positive impact in the world. WCA is committed to developing a supportive community, which promotes and recognizes the individual differences and needs of each student.

Specific Duties:

- Serve as the direct supervisor of all teachers in the academic direction of the course outline of WCA: provide guidance and structure for teachers introducing classes into the course direction to graduation (such as syllabi, rubrics, and purpose pursuant to the vision of WCA.)
- Manage the class schedule, exam schedule, events schedule, college visit schedule, and any other schedule needed to support WCA to advance the visionary mission.
- Manage the academic and student files in the data management system (Gradelink). To include ensuring all teachers get progress reports and report cards out to their student's parents.
 - Manage the record keeping of transcripts, grades, (Do not manage attendance but support in that area when needed)
- Manage archives, transcript distribution, and processing fees.
- Manage the oversight of the student lead newspaper.

Websterville Christian Academy

Distinctively Different by God's Design

- Support the Head of Schools in the oversight of the management of the student council. Make the Head of Schools aware of student concerns, events, elections, etc.
- Manage and delegate when appropriate student events such as but not required or limited to:
 - Honor Roll
 - Honor society
 - Academic Competition
 - Spelling Bees
 - Writing contests
 - Book ordering
 - Reading program
 - Internships
 - Academic Daze (MLK, Veterans)
 - College Inquiry
 - Gradelink maintenance
 - School to Work Program
 - Oversight of supervising agent
 - Ensure the agent is tracking target skills needed for course credit
 - Oversight of Sustainable Living Program
 - Manage proficiency achievement in skills taught
- Moderate team meetings between parents, teachers, students, administrators, and other stakeholders as needed for academic and future planning of the students and families (This position is not to moderate meetings for behavioral concerns).
- Perform other duties as necessary or requested by the Head of Schools for the proper functioning of the school as needed to ensure the application of the missionary vision of WCA.
- Prepare any information needed to be presented for the academics department to the WCA school board by the Head of Schools.
- Conduct Teacher Evaluations with the support of the Head of Schools

Reports to:

Head of Schools

Skill Requirements:

Websterville Christian Academy

Distinctively Different by God's Design

- Must be organized and creative.
- Excellent written and verbal communication skills.
- Dissemination of information to Head of Schools in a timely manner.
- Independently driven to complete tasks needed for the operation of WCA to meet the missionary vision.
- Ability to to maintain accurate records.
- Must be able to accept constructive criticism.
- Must be able to apply active listening skills and conflict resolution interventions with all stakeholders (Parents, Teachers, Students, Administrators, and Head of Schools) impacted by the position.

Education:

- Master of Arts Education (or relevant field of study determined by the Head of Schools) preferred.
 - Bachelor's degree from an accredited college or university and five years of experience in administration or management in the field of education.
 - Working knowledge of state regulations for academic achievement.
 - Five years of experience as a lead classroom teacher.

Evaluation:

There will be three evaluations. A self evaluation at the time of progress reports for the 2nd quarter, a peer evaluation at the time of progress reports for the 3rd quarter, and a supervisor evaluation the week after graduation.

Compensation:

The WCA school board conducts all contract negotiations based on the budgetary allocations determined by the budget committee outlined in the WCA bylaws.