



Student Advisor - Futures Academy

REPORTS TO: Student Advisement Manager

FSLA: Non-Exempt

Position Summary: The Student Advisor will work in conjunction with other Futures staff, as well as Aurora Public School (APS), Community College of Aurora (CCA), and Pickens contacts and other nonprofit and service-oriented agencies in order to recruit and support youth enrolled at Futures Academy. After receiving the necessary pre-collegiate developmental work at Futures Academy, students will be eligible to take college classes at CCA, career technical classes at Pickens Technical College, and the GED. Futures Academy is dedicated to helping students achieve personal and academic success through post-secondary education and inspiring qualities of life-long learners. This position is full-time.

Futures Academy serves students ages 17-21, who have too few credits to receive a traditional high school diploma, but are interested in furthering their education and pursuing post-secondary opportunities and pursuing post-secondary opportunities. Through a partnership with Colorado Youth for a Change and Aurora Public Schools, Futures Academy provides students with the resources, guidance, and academic instructional that allows them to earn college credits (up to an associate's degree), technical certifications, a GED, or a combination of the three. Futures Academy combines a competency-based approach to teaching and learning with targeted case management to help students overcome barriers to academic and personal success in a safe and supportive learning community that respects and values the strengths and experience of each student.

Essential Functions

The primary duties of a Student Advisor include:

- Making contact with high school dropouts or referrals from APS high schools and enrolling at least 50 students at Futures Academy by October 1 each year
- Collaborating with APS high school counselors as assigned to fill 25 direct placement spots at Futures Academy by October 1 each year
- Assessing each youth to determine if Futures Academy is appropriate for them
- Managing a caseload of 50-75 students per year by following guidelines provided in Futures Case Management Protocol
- Building relationships with each youth on caseload while ascertaining their interest in returning to school and continuing on with post-secondary education
- Addressing barriers to student learning by connecting them with service providers so they may focus on school
- Empowering youth to navigate the registration process by assisting them with the paperwork involved and with obtaining the documents needed

- Conducting ongoing conversations and advisement with students regarding transitions and placement into post-secondary education, particularly at the Community College of Aurora or Pickens Technical College
- Tracking student progress in CYC database and other program spreadsheets
- Using Infinite Campus to monitor student attendance, enter excused absences, check transcripts, etc.
- Collaborating with the other Futures Academy staff to improve student achievement
- Specializing in one or more support areas, such as facilitating enrollment and engagement at Pickens Technical College or Community of Aurora, acting as contact for McKinney Vento communication and resources, acting as a Student Assessment Coordinator for one/or more of the State Standardized Tests, or filling another identified gap at Futures.

Other Duties:

The primary duties of a Future Academy staff member include:

- Integrating CYC’s culture statements into daily practice: Passion for CYC’s Mission, striving for professional growth and learning, inclusion, professionalism, and appropriate boundaries.
- Working as a team with other staff to help orient and retain students in the program
- Maintaining high expectations for all students regardless of their incoming abilities and experiences
- Participating on committees that develop, improve, and maintain school structures
- Participating in and seeking out professional development opportunities provided by Futures, CYC, or external organizations
- Attend and participate in staff meetings as required
- Run errands as needed using personal transportation
- Speak on behalf of the organization when appropriate
- Attend relevant community and school meetings
- Other duties as assigned by the Principal and/or Student Advisement Manager
- Complete required training courses as assigned by CYC

Knowledge, Skills and Abilities

- Experience with Infinite Campus or other Student Information System
- Strong, assertive, sales-like skills with the ability to initiate conversations about school by either cold calling or directly approaching youth in person
- An ability to work independently and remain organized in multiple settings, while simultaneously keeping track of the results achieved for each youth
- Computer skills in Microsoft Word and Excel with an emphasis on the ability to create spreadsheets and tables in order to capture data in a useful and intelligible manner
- Excellent written and oral communication skills
- Experience and comfort working with adolescents from diverse backgrounds as well as their families and support networks as it relates to education
- An ability to “change gears” and work collaboratively with internal staff and external partners
- Advocacy skills, which encourage and promote education and returning to school as the best option for youth
- An ability to find and stay informed about beneficial resources for youth throughout the Metro Denver community

- Appreciation of clear and appropriate boundaries with youth
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education
- Bilingual in English/Spanish preferred

Minimum Qualifications

- A Bachelor’s Degree in education, human services, or other related field
- Two years of experience working with high risk, adolescent populations
- Or a minimum of two years of college or Associate’s Degree and five years of experience

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name)

Employee Signature

Date

Student Advisor – Futures Academy

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present, but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking		X			
Standing		X			
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping			X		

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds		X			
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Using Foot Controls		X			
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current		X			
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X

Hearing via radio or telephone					X
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	NA	NE	O	F	C
Communicating through speech				X	
Communicating by writing/reading				X	
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date