

JOB TITLE:

Advising Coach

REPORTS TO:

Chief Academic Officer/Campus Director

TO APPLY DIRECTLY WITH NEW HEIGHTS, PLEASE VISIT:

<https://fs20.formsite.com/yNVh1M/u7nq5ocd65/index>

SALARY: From \$48,000.00/year; 11-month position

COMPANY:

Established in 2023, New Heights is an authorized public high school for people 18-50 that has been created to drive multigenerational transformation through lifelong learning and economic independence. Founded by the original experts in adult education in Texas, New Heights provides a new experience for Texans who want to re-engage in their educational journey now that a high school diploma (not a GED), career education, and access to college are more accessible.

The mission of New Heights is to rapidly increase opportunities for marginalized communities by connecting individuals with relevant and impactful high school education, career and technical training, college pathways, and jobs in an environment designed specifically to meet the responsibilities, challenges, and whole person needs of adult learners ages 18-50. New Heights is a collaborative and welcoming learning environment that respects a student's experiences, life circumstances, and goals, providing them an opportunity to develop their own pathway, co-create with peers and teachers, and become more prepared for a career or college.

POSITION SUMMARY:

The Advising Coach is responsible for guiding and supporting New Heights students in their pursuit of education, including higher education, career training, and career opportunities. The primary role is to promote, coordinate, and support the New Heights, college and career development of students, academically and personally. The Advising coach builds relationships with students and serves as a liaison for the student with employers, post-secondary education admissions offices and training partners. In addition, the Advising Coach works with staff to ensure students are successfully navigating their educational experience at New Heights with graduation planning and setting goals for their next level of achievement in their college and career journey. They provide holistic support and serve as a life coach to meet a student's whole-person needs. The Advising Coach supports students in making successful transitions, sustaining progress and exploring industry certifications, internships and apprenticeships, and dual-enrollment avenues. This position maintains a caseload of students, providing student support from enrollment to graduation. The position will collaborate with the Chief Academic Officer to ensure alignment with campus needs and remains aligned with the New Heights Board, Superintendent and District priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:***College and Career Development***

- Use evidence-based coaching, academic strategies and tools (e.g. motivational interviewing, career assessments, interest inventories, etc.) to assist in the development of graduation plans, lead student college and career exploration and selection of dual enrollment certification programs (one-on-one and/or group sessions).
- Attend coordinated informational sessions, lunch and learns, or other events to generate student interest, enrollment into, and retention.
- Assist students in the areas of:

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- Financial Aid;
- Scholarships, grants and loans;
- Completing the FAFSA (free application for financial aid); and
- Providing resources for scholarship opportunities.
- Connect students to certification, apprenticeship, and educational institution avenues, seeking the best fit for the student with an emphasis on retention.
- Work in collaboration with CTE/IBE Coordinator to ensure college and career exploration is embedded within a comprehensive graduation and career planning process.
- Assist students with their commitment to their graduation plan, in their research on colleges, vocational training programs, apprenticeships, and other career pathways and navigating the college application process, including helping them complete applications, gather necessary documents, and meet deadlines.
- Lead regularly scheduled, Beginning-of-year/Middle-of-year/End-of-year, one-on-one advising sessions to help students create realistic academic and career plans that align with their aspirations and meet high school completion requirements, including the identification of their educational and career goals.
- Support students during their transition from high school to employment or college, ensuring they have the necessary tools to thrive in their new environment.

Student Success Coordination and Partnerships

- Provide support, work closely, and maintain open communication with staff, and students to support students' career development success and ensure student engagement and retention.
- Identify and engage students needing additional support in creating and committing to their graduation plan, selecting career or college pathways.
- Assess the holistic needs of individuals, including basic needs, mental health, and social support requirements.
- Develop personalized support plans tailored to each individual's goals and challenges.
- Provide ongoing guidance and assistance to ensure individuals have access to necessary resources and services.
- Foster self-awareness and resilience to enhance individual capacity for positive change.
- Assist individuals in identifying transportation options suitable for their needs and circumstances.
- Connect students with available childcare resources and support services.
- Advocate for student's rights and needs within the community and social service systems and participate in interdisciplinary teams to coordinate comprehensive care and support for students.
- Collaborate with mental health professionals, community organizations, government agencies, and other stakeholders to enhance support networks and resources and facilitate referrals and access to appropriate services, including ongoing support and follow-up.

Documentation, Data Collection, and Tracking Outcomes

- Work in collaboration with the CTE/IBE Coordinator to contribute to the development of CCMR-related metrics and ensure ongoing tracking and data collection.
- Document interactions with all students in accordance with ethical quality, quantity, and timeliness standards.
- Collect quantitative and qualitative data around student interest, career pathway entry, and other event-related activities (such as workshop attendance and engagement).
- Ensure accessibility and engagement for incoming students with consideration of special population needs.
- Maintain community connections and partnerships that lead to the continued support of student recruitment and retention efforts in the field of CTE and IBC.
- Lead the advising and engagement of incoming New Heights students in the discussions on college and career pathways and the essential habits to improve student success.
- Attend networking and community partnership recruiting events throughout the Greater Dallas/Fort Worth area.

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- Coordinate with the CTE/IBE Coordinator on any marketing-responsive recruitment techniques and opportunities, oversight and use of social media outlets, and other student and community partnership strategies.

OTHER DUTIES AND RESPONSIBILITIES:

- Foster a spirit of collegiality with all teams throughout New Heights.
- Assist with the planning and development of annual graduation activities, ceremony, and corresponding alumni involvement.
- Participate in outreach and engagement events throughout the school year (periodically at nights and on weekends).
- Stay updated on current trends, best practices, and policies in college admissions, career development, and adult education through professional development opportunities, conferences, and networking with colleagues in the field.
- Flexibility to support students in the evenings.
- Attend all team and professional development meetings.
- Assist CTE/IBE Coordinator with outreach efforts and community integration events throughout the school year (periodically at nights and on weekends).
- Practice the effective and quick resolution of conflicts among team members.
- Comply with policies established by federal and state law, including, but not limited to, State Board of Education and New Heights Board policy.
- Participate in the preparation, implementation and evaluation of a team budget founded on the needs of the campus and aligned with the New Heights Board, Superintendent and District priorities.
- Assist other district and campus teams with outreach and engagement events throughout the school year (periodically at nights and on weekends).
- Perform other duties as assigned to support the success of New Heights.

SUPERVISORY RESPONSIBILITY:

This position currently does not hold any supervisory responsibilities.

REQUIRED QUALIFICATIONS & EXPERIENCE:

- Bachelor's degree from an accredited college or university.
- Two years' experience working with marginalized populations.
- Two years' experience in college & career counseling, advising, or coordination, preferably with adult learners.
- Knowledge of college admissions processes, financial aid programs, and career development resources.
- Strong interpersonal and communication skills, with the ability to engage and motivate diverse student populations.
- Proficiency in using technology tools and platforms relevant to college and career counseling.
- Excellent organizational and time management abilities to coordinate multiple activities and deadlines.
- Demonstrated commitment to supporting adult learners in achieving their educational and career goals.
- Knowledge of community resources.
- Ability to oversee, coordinate, and influence a proactive and solution-focused team, focused on a positive first impression when inviting potential students and community partners.
- Strong sense of professionalism, administrative ability, systemic understanding of developing adult relationships, building trust while utilizing socioemotional approaches, and effective communication/interpersonal skills with adults seeking a return to the educational environment.
- Superior organizational, verbal and written communication skills, and the ability to remain calm when handling multiple tasks effectively.
- Experience working with adults age 18-50 in urban, non-traditional, and/or adult education setting; Possess understanding of marginalization and how it impacts an individual and the community; Display respect for

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diversity of thought and have experience implementing thoughtful collaboration within a team and the New Heights community.

- A valid Texas driver's license is required. This position may require periodic travel to locations in the Greater Dallas/Fort Worth area.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- Master's degree from an accredited college or university.
- Two years' experience in recruiting, partnerships management, student advising, social work or related experience.
- Ability to provide interventions and supports for special education students and English Language Learners.
- Bilingual in Spanish.

BENEFITS:

- Teacher Retirement System
- Annual paid time off
- Health Benefits
- FSA
- Life Insurance

COMPENSATION & SCHEDULE:

- Based on experience and qualifications.
- This is a 11-month position. State and Federal Holidays; School Breaks; PTO.

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NOTICE:

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

New Heights is a public school and post-offer background check and fingerprinting is required to ensure the applicant meets all eligibility requirements for the position.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I am able to perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Name

Date