

**WAYNE COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Senior Quest Academic Advisor

**Job Description:** An Academic Advisor will nurture professional growth and excellence by consulting, collaborating and coaching.

**Qualifications:** Holds or qualifies for a West Virginia Professional Teaching Certificate  
Five years minimum experience

**Length of Employment:** Part Time

**Salary:** \$25,000.00/year

**Responsibilities:** The Academic Advisor shall have the following responsibilities and duties:

1. To assist classroom teachers in the programs of study approved by the West Virginia Board of Education and the county Board of Education.
2. To utilize instructional management systems models that increase student learning.
3. Assist teachers in developing classroom management strategies that foster a climate conducive to academic achievement for students in all subgroups for the purpose of raising achievement and addressing the academic needs of all students.
4. Ability to disaggregate data for planning and implementing strategies for improving curriculum and instruction.
5. Ability to establish and maintain effective working relationships as necessitated by work assignments.
6. To monitor student progress toward mastery of content standards and objectives.
7. Provides embedded professional development to enhance teacher instruction and improve student performance.
8. Serves as an advisor working with staff to improve their practice.
9. Hold strong communication skills that promote a positive working climate.
10. Serve as a mentor to help teachers learn, grow and perform.
11. To maintain professional work habits.
12. To maintain and upgrade professional skills.
13. To meet all professional responsibilities.
14. To perform other duties as assigned by the Director.