



BTG High School Advisor Job Description (On-Site)

Reports to: Director of High School and College Success

Exempt/Non-Exempt: Non-Exempt

Program/Department: High School

POSITION SUMMARY/OVERVIEW

Bridge the Gap (BTG) is a nonprofit founded in 1995 to provide much needed academic support for low-income students. BTG provides a pathway to educational opportunity and college success. BTG offers culturally competent, accessible, relevant and comprehensive academic and youth development enrichment outside of the school day in a demanding yet nurturing college preparatory environment through a variety of programs. The High School Advisor **works part-time at the afterschool high school program, located at Tamalpais High School, in Mill Valley.** The Advisor's primary role is to support one grade level of 15-25 high school students to remain on course towards high school graduation and college education.

MINIMUM QUALIFICATIONS

- **Education**
 - Bachelor's degree preferred.
- **Related Experience**
 - Experience working with high school and/or college-age youth.
 - Experience working with low-opportunity students.
 - Experience working in an educational setting is preferred.
- **Knowledge, Skills, and Abilities**
 - The ideal candidate will have experience with and/or knowledge of educational equity, racism, cultural competence, and trauma-informed practices.
- **Licenses & Certifications**
 - First Aid & CPR
 - Mandated Child Reporter Certification
 - TB clearance

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the position/job/role with or without reasonable accommodations.

ESSENTIAL FUNCTIONS

- Coach and support the development of one grade level of students. This includes:
 - Check each student's planner & school binders to assist with the development and maintenance of organizational skills.
 - Prompt students to complete assignments and allow for sufficient study time for tests and additional assistance as needed.
 - Develop and maintain supportive relationships with a group of 15-25 students in order to help them to set both long and short term goals. Identify when a student should contact their teachers regarding an issue.
 - Assist students with drafting emails, formulating talking points, and potentially join them for face-to-face talks with teachers. Support students in developing their sense of agency. (50%)
- Navigate online student portals and other platforms. Discuss academic and attendance issues (i.e. missing assignments/exams, frequent absences and tardies) with each student. (15%)
- Refer students to appropriate BTG tutors to schedule 1:1 tutoring time for subject-level support. (15%)
- Provide regular updates to the High School and College Success Director and implement interventions directed. (10%)
- Understand resources on campus and in the BTG & Southern Marin community (i.e. Counseling and Wellness, Nutrition assistance, part-time job opportunities) and connect these resources to students as needed. (10%)

MEASURED RESULTS

- Student attendance
- Student grades
- Student expression of feeling connected and supported
- Program Director has up to date information on each student.

DISCLAIMER

This job description is not meant to be all-inclusive. This job description is not a written or implied contract.

ACKNOWLEDGEMENT

Bridge the Gap is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.