



High School Advisor Job Description

Reports to: Director of High School 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 students furthest from opportunity. BTG provides a pathway to educational opportunity and post secondary success. BTG offers culturally competent, accessible, relevant and comprehensive academic and youth development enrichment both during and outside of the school day in a demanding yet nurturing environment. The High School Advisor works both during the school day and afterschool at area high schools. The schedule is 10 am to 6 pm, with occasional evening and weekend events. This position is focused at the various high schools in the Tamalpais Union High School District. The Advisor's primary role is to holistically support our high school students to remain on track towards high school graduation and viable post-secondary options. The role includes planning and delivery of workshops for students. The Advisor works closely with the other Advisor and other BTG program staff as well as the high school teachers, staff and administration. This job is in person at area high schools and the BTG office.

MINIMUM QUALIFICATIONS

- **Education**
 - Bachelor's degree required.
- **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.
 - The ideal candidate will have knowledge of A-G requirements and California's public post-secondary education system.
 - Competency with tracking student data and using databases.
 - Strong skills with a variety of platforms including G-Suite, Slack, Canva, high school student platforms.
- **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 academic success of students
- Navigate online student portals and other platforms
- Understand resources on campus and in the BTG & Southern Marin community
- Collaborate with other BTG programs
- Partner intensively with school faculty, staff, and administrators
- Tracking of student academic progress, including attendance and accomplishment of certain milestones

Compensation and Benefits

This position is a full-time, onsite non-exempt position. The compensation is very competitive at \$33-\$35 per hour based on experience. Benefits include medical, dental, a flexible spending account, 403(b) retirement plan, PTO, paid holidays, mobile phone allowance.

Position Schedule

Full-time position. Must be on-site during program hours; some evenings are required. Hours are 10:00 AM-6:00 PM with occasional evening and/or weekend hours. Start date: asap

How to Apply

Please submit your resume and cover letter to jobs@btgcollegeprep.org.

Bridge the Gap is an equal-opportunity employer.