



TETON HIGH SCHOOL

555 Ross Ave.
Driggs, Idaho 83422
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Samuel Zogg, Principal

Brody Birch, Activities Director

Job Description

Job Summary:

The rootEd Advisor implements strategies to increase post-secondary education and training enrollment, retention, and completion rates for all students from designated rural high school(s) by employing a case-management approach to intrusive advising. The rootEd Advisor provides a holistic approach to college and career advising through regular, sustained contact with assigned students. The rootEd Advisor motivates and encourages eligible students, provides technical support, tracks their progress toward post-secondary education and training completion, and connects them with regional work-based learning opportunities.

Responsibilities: The responsibilities and duties of the Student Success Advisor/rootEd Advisor may include but are not limited to:

- working closely alongside high school counselors to identify students and gather appropriate data to inform the advising and support of these students;
- working with teachers to help identify students that may need additional help
- meeting with each student and family individually to identify needs to enter or remain in post-secondary education and training programs (broadly defined to include industry-based certifications, two and four-year college programs, and the military);
- working with post-secondary institutions on the behalf of the students;
- helping students find and apply for all forms of financial aid, including the FAFSA and relevant scholarships;
- maintain a high level of pride in work and accepting responsibilities for actions and decisions;
- complying with partner high school policies and procedures.

Required Education and/or Experience:

- Bachelor's degree from a regionally accredited institution of higher learning and two years previous work experience in case management, advising, or relevant experience.
- Strong organizational and time management skills.
- Availability to travel to community events as needed.
- Ability to work well with others.
- Ability to speak effectively before groups of students, parents/guardians, and educational institutions effectively.
- Strong oral and written communication skills.
- Ability to use information technology for professional productivity (such as Microsoft Office Suite, Google Suite products, database for managing cases).

Preferred Knowledge Skills & Abilities:

- Professional experience in case management, personal and/or career counseling.
- Experience working within a collegiate setting
- Fluent in speaking and writing Spanish