



JOB POSTING

Posting # **252611-01**

Classification: 1.0 FTE (Full-Time) Academic & College Advisor (Grades 9-12)

Start Date: August 4, 2025

Saint Paul Conservatory for Performing Artists (SPCPA) is a public high school in the heart of downtown St. Paul, Minnesota. Students complete required academic credits and conservatory-style training in the arts provided by professional artists in preparation for college and conservatory.

Key Responsibilities

- Support the school's mission, vision, and values and assist students as they advance as scholars and artists
- Guide students and families in learning about and engaging in conservatory and college exploration, preparedness, four-year planning, and all aspects of the post-secondary application process; facilitate appropriate grade-level communications and activities in each area consistently throughout the school year
- Direct communications and tasks associated with course registration, scheduling and schedule changes, tracking progress toward meeting graduation requirements, PSEO enrollment, and credit recovery
- Communicate with students and families when there are concerns about attendance, implement attendance contracts and coordinate all truancy procedures based on the requirements of a student's county of residence and in alignment with SPCPA's attendance policies and procedures
- Assist students and families in locating and connecting with various community resources
- Implement interventions or strategies to assist students with behavior management and conflict resolution
- Lead the administration of standardized assessments
- 504 Plan Coordinator
- Collect, analyze, and present data, as needed
- Perform other duties as may be assigned by supervisor

Qualifications

- Hold or be eligible to obtain a valid Minnesota School Counselor license.

Compensation/Benefits

- Starting salary of \$55,000 - \$70,000 per year
- Generous employer contribution toward single, single +1, and family health and dental benefits
- Disability, Life, and AD&D insurance – 100% employer paid
- Paid time off
- Retirement plan
- Employer provided parking with skyway access

Where to Apply

Please email a letter of interest, resume, and transcripts to **employment@spcpa.org**.

Please put the posting # **252611-01** in the subject of your email.

Application Deadline: Open until Filled

Saint Paul Conservatory for Performing Artists is an Equal Opportunity Employer.