



JOB POSTING

Posting # [252611-01](#)

Classification: 1.0 FTE (Full-Time, 11-Months) Academic & College Advisor (Grades 9-12)

Start Date: ASAP

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
- Promote college and conservatory preparedness and enrollment
- Direct communications and tasks for current, new, and exchange students associated with course registration, scheduling and schedule changes, tracking progress toward meeting graduation requirements, PSEO enrollment, supplemental online learning options, and credit recovery
- Work with teachers to support student success in the classroom; implement interventions, as needed
- Monitor and maintain records regarding student attendance and 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 residence and in alignment with SPCPA's attendance policies and procedures
- Assist students and families in locating and connecting with various community resources
- Assist in implementing interventions or strategies to assist students with behavior management and conflict resolution
- Lead the administration of standardized assessments, including the approval and implementation of testing accommodations
- 504 Plan Coordinator
- Collect, analyze, and present data, as needed
- Perform other duties as may be assigned by supervisor

Qualifications

- Current Minnesota Teaching License
- Experience working with students in a school setting
- Knowledgeable regarding most or all areas of responsibility listed above

Preferred Qualifications

- Experience working with high school students
- Hold, be eligible, or working to obtain a school counselor or administrative license.

Compensation/Benefits

- Starting salary of \$60,000-80,000 per year
- Generous employer contribution toward single, single +1, and family health and dental benefits
- Additional benefits provided by employer
- 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.