



**Position:** K-12 Academic Advisor

**Location:** Remote Work

**Job Type:** Independent Contractor

**Hours:** Part-time 15-20 hours per week

**Pay:** €20/ hr

### **About US**

Clonlara School is a nonprofit, K–12 private school that serves more than 2,000 students around the world through our Campus and Off-Campus Programs. Our mission is to transform education on a global scale through a highly personalized approach that fosters authenticity, autonomy, and joy in the learning process. We are truly a global learning community.

### **About YOU**

You are passionate about personalized learning and see the world as a boundless classroom. You prefer to monitor as students follow their own inquiry process, rather than control their content and schedule. You are a lifelong learner who will model self-directed inquiry by sharing your expertise, passion, and projects with your students and colleagues. You will jump at the opportunity to be part of a collaborative global team.

### **Your Role**

As an Academic Advisor you will provide Clonlara’s educational services and support to the School’s clients and students in the German-Speaking Program.

- Working with learners and their parents to explain Clonlara School’s system of keeping record of learning.
- Reviewing each learner’s records to verify the progress made during the year.
- Discussing common types and/or styles of learning with learners and/or parents and assisting them in recognizing and maximizing their own.
- Guiding and advising learners and their parents to create an appropriate learning plan that will meet their goals.
- Respecting the varying approaches that families choose to educate their children.
- Maintaining and sharing lists of current resources for parents and learners.
- Responding to questions from enrolled parents and learners.
- Sharing and distributing file information with families and/or contacting them regarding their enrolments, when necessary.

*This is an overview of the expectations for this position. A more detailed description of this role will be provided during the interview process.*

### **Background and Skills**

We are looking for candidates who

- Education equivalent to a bachelor's degree in a field related to the work and a minimum of three years of teaching or counseling experience in traditional schools and/or home education.
- Performing technical, specialized educational counseling work requiring the use of independent judgment



- Exemplary customer satisfaction skills, including dealing effectively with the public, other school officials and staff, in person, over the telephone, social media and in written correspondence.
- Confidence using technology and experience with Microsoft Office tools.
- Native German speaker and fluent in English.
- Showing sensitivity and respect for others and verification of the demonstrated ability to serve as a positive role model for youth
- Problem solving, including handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping other to improve their knowledge or skills
- Encouraging and building mutual trust, respect, and cooperation among team members
- Interpreting and implementing policies and procedures related to the work
- Organizing own work, coordinating projects, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction
- Working cooperatively with others and accepting direction from supervisors

### **How to Apply**

Attach a **cover letter** (required) to the first page of your **resume** in PDF or MS Word format. Please be sure to

- Use your cover letter to address how your prior experience aligns with the requirements for this position.
- Share any relevant samples of your work, if available.

*To apply, email your cover letter and resume to [employment@clonlara.org](mailto:employment@clonlara.org)*