



**Position:** International Academic Advisor Consultant

**Location:** Remote

**Job Type:** Contractor

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

### **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**

You will provide Clonlara’s educational services and customer support to the School’s clients and students in Contractor’s home market, accordingly to their time zone and local language, during the duration of the academic school year, including:

- Support the organization in understanding the local culture and foreign education systems.
- Working with learners and their parents to explain Clonlara School’s system of keeping record of learning in their native language.
- Working with learners and their parents to understand the American education system.
- Reviewing each learner’s records to verify the progress made during the year.
- Teaching students and parents how to enter a record of this learning in Clonlara’s system.
- Discussing common types and/or styles of learning with learners and/or parents and assisting them in recognizing and maximizing their own.
- Advising learners and their parents to create an appropriate learning plan that will meet their goals. This includes ensuring students are working towards completing Clonlara's graduation requirements.
- Respecting the varying approaches that families choose to educate their children.
- Keeping and recording all communications between advisor and student/parents in the student's communication log.
- 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, when necessary.



### **EDUCATION AND EXPERIENCE**

- 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 alternative education, traditional schools and/or home education.
- Home Educators without an education degree with at least 5 years of experience.

The ideal candidate will have demonstrated the following attributes and abilities:

- Performing technical, specialized educational counseling work in program language 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, working remotely and experience with Microsoft Office tools.
- Fluent in English and at least one other language, Spanish, Portuguese (Portugal/ Brazil), German, Hungarian, and/ or French.
- 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 other workers
- 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
- Time management skills, including organizing one's own work, coordinating projects, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.
- The ability to maintain a high level of confidentiality.

### **Disclaimer:**

This description outlines the work and responsibilities associated with the **International Academic Advisor Consultant** role on a contractual basis. It is important to note that this is not an employment position. The individual performing this role will be engaged as an independent contractor and not as an employee of Clonlara School.

### **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.