



Position: International Academic Advisor Consultant

Location: France/ Remote Work

Job Type: Independent Contractor/ Part Time Work (averaging around 20+ hours per week)

Start Date: May 1, 2025

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, fluent in both French and English, and view the world as a boundless classroom. You thrive in environments where students are empowered to follow their own inquiry process, rather than being confined by rigid schedules and content. As a lifelong learner, you model self-directed inquiry, sharing your expertise and passions with students and colleagues. By joining our collaborative global team, you'll have the opportunity to shape and influence the future of education.

Your Role

This independent contractor role provides Clonlara's educational services and customer support for Clonlara's families in the French-speaking 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.



Clonlara will provide training, support sessions and updates to the contractor throughout the year. Contractor must stay updated on changes to meet the standards of service. Clonlara and contractor will agree on a mutual schedule to provide status updates on work done.

Contractor will provide those services reasonably requested by Clonlara School to further above purposes.

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 alternative education, traditional schools and/or home education.
- Home Educators without an education degree with at least 3 years of experience.
- 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 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
- 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.

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



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.

As an independent contractor, the individual will not be entitled to employee benefits, including but not limited to health insurance, paid time off, retirement benefits, or unemployment insurance. The contractor is responsible for their own taxes, insurance, and other statutory obligations.

This contractual arrangement will be governed by the terms and conditions specified in the contractor agreement. Both parties agree to uphold the contractual terms and maintain a professional relationship throughout the duration of this engagement.