



Position: Academic Advisor

Location: Remote Work

Job Type: US Employees

Hours: Part-time

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 believe that learning should be personalized, flexible, and driven by curiosity. You're familiar with alternative education models, especially homeschooling and understand the value of empowering families to shape their own educational journeys. You're comfortable guiding learners and parents through diverse approaches to learning, and you respect each family's unique path.

You're a lifelong learner who models self-directed inquiry by sharing your own passions, projects, and expertise. You thrive in a supportive, collaborative environment and enjoy helping others navigate educational systems with clarity and confidence. You're organized, responsive, and eager to be part of a global team that values educational freedom and meaningful connection

Your Role

As an Academic Advisor you will provide Clonlara's educational services and support to the School's clients and students in the US Program.

- Guiding and advising learners and their parents to create an appropriate learning plan that will meet their goals.
- 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.
- 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, and in written correspondence
- 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
- English-speaking ability.

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