



Position: International Academic Advisor Consultant

Location: France/ Remote work CET time (+\- 1 hr)

Job Type: Independent Contractor/ Part Time Work (averaging up to 15+ hours per week)

Start Date: May 15, 2026

About US

Clonlara School is an accredited, K–12 nonprofit school based in Ann Arbor, MI, and serving students both locally and around the world. What started as one small school in 1967 is now a global learning community with 2,300+ students in 80+ countries, services in six languages, and a staff of 90+ professionals spread over nearly every continent.

At Clonlara, we cultivate a joyful Culture of Trust built on teamwork, adaptability, generosity, and shared purpose. Grounded in our core values, we grow together in a supportive, mission-driven environment that embraces change and inspires lifelong learning.

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.

Background and Skills

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.

We are looking for candidates who have 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.
- Strong cross-cultural understanding, the ability to communicate with diverse populations, and a collaborative, non-judgmental approach to individual circumstances, preferences, and choices. Ability to be a positive role model for you.
- 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 others to improve their knowledge or skills
- Excellent written, verbal, and virtual communication skills. Fluent in both English and French
- 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.
- Proven ability to maintain a high level of confidentiality.
- Confidence using technology, working remotely, and using Microsoft Office tools.
- Demonstrates openness to coaching, readily accepts direction, and collaborates effectively with supervisors and colleagues.
- Shows a strong commitment to teamwork and collaboration within a service-oriented environment.

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.