



Advisor (Teacher) Job Description

Position Title

Advisor (Teacher) – Grades 7–12

Reports To: Executive Director

Position Summary

The Advisor is responsible for creating a personalized, student-centered learning environment that empowers students to become responsible citizens, lifelong learners, and career-ready individuals. Advisors build strong relationships with students and families, develop individualized learning plans, facilitate project-based and experiential learning, and provide academic, social-emotional, and career guidance.

At Jennings Community School, teachers serve as facilitators of learning, helping students discover their strengths, pursue their interests, and achieve meaningful academic and personal goals.

Essential Responsibilities

Student Advising & Relationships

- Serve as the primary advisor for approximately 16–20 students.
- Develop trusting, respectful relationships with students and their families.
- Meet individually with each advisee on a regular basis to monitor academic, social-emotional, and career progress.
- Create, implement, and regularly update each student's Personalized Learning Plan (PLP).
- Support students in setting goals, monitoring progress, and overcoming barriers to success.

Personalized Learning

- Design and facilitate engaging, student-centered learning experiences.
- Guide students through project planning, research, problem-solving, and reflection.
- Differentiate instruction to meet diverse academic and learning needs.
- Foster student ownership, independence, and self-advocacy.

Academic Progress Monitoring

- Maintain accurate records of attendance, academic progress, credits, transcripts, and state standards.
- Update student transcripts and progress records throughout the school year.
- Monitor graduation requirements and communicate progress toward graduation.
- Administer required state and local assessments.

Family Communication

- Maintain regular communication with parents, guardians, and caregivers.
- Conduct conferences throughout the school year to review student progress and goals.
- Collaborate with families to support student success.

School Community

- Create a safe, inclusive, and respectful learning environment.
- Model positive relationships, professionalism, and effective communication.
- Contribute to a positive school culture grounded in trust, respect, and belonging.
- Supervise students during school activities, field experiences, and educational trips.

Collaboration & Leadership

- Collaborate with colleagues to evaluate student projects and award academic credit.
- Share expertise across advisory groups and interdisciplinary projects.
- Participate in Professional Learning Communities (PLCs), school leadership teams, and staff meetings.
- Contribute to continuous school improvement initiatives.
- Perform additional duties as assigned to support school operations.

Technology

- Utilize student information systems, learning management systems, and instructional technology effectively.
- Maintain proficiency in Headrush and other instructional software.
- Assist students with technology use and digital learning expectations.

Required Qualifications

- Valid Minnesota teaching license for grades 7–12.
- Bachelor's degree from an accredited college or university.
- Demonstrated ability to build positive relationships with adolescents.
- Strong organizational, communication, and collaboration skills.
- Ability to facilitate personalized and project-based learning.
- Ability to occasionally lift up to 25 pounds.
- Valid driver's license with the ability to transport students when authorized by school policy.

Preferred Qualifications

- Experience in an alternative learning center or charter school.
 - Experience with project-based learning, personalized learning, or competency-based education.
 - Experience working with students who have experienced trauma or significant educational barriers.
 - Knowledge of restorative practices, culturally responsive teaching, and experiential learning.
 - Experience using student data to personalize instruction and improve student outcomes.
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Why Jennings Community School?

Jennings Community School is an innovative public charter school serving students in grades 7–12 through personalized, project-based, and experiential learning. Our educators are collaborative, creative, and deeply committed to helping every student discover purpose, develop confidence, and prepare for success in college, careers, and life.

Compensation

Compensation is reviewed and approved annually by the Jennings Community School Board of Directors. Salary is competitive and based on education, licensure, experience, and overall qualifications. Jennings Community School also offers a competitive benefits package.

Application Process

Interested candidates should submit the following:

- Cover letter
- Resume
- Copy of current Minnesota teaching license(s), if applicable
- Three professional references or letters of recommendation

Please submit all application materials to:

Scott Tryggeseth, Executive Director
Jennings Community School
scott@jenningsclc.org

Applications will be reviewed as they are received and will remain open until the position is filled.

