

<b>Job title</b>	Academic Consultant
<b>Reports to</b>	Vice President for Formation via School Counselor
<b>Classification</b>	Independent Contractor
<b>Status</b>	As Needed

### Job purpose

The Academic Consultant is an independent contractor who signs an agreement with Divine Word College to provide services to students in need of academic assessment and accommodations related to concerns noted by teachers in the classroom. The consultant adheres to an appropriate Code of Ethics.

### Duties and responsibilities

1. Receives referrals of Divine Word College students who have been identified by teachers as having academic struggles in the classroom.
2. Completes a full assessment of students academic strengths and weaknesses using appropriate assessment tools.
3. Develops a learning plan with appropriate accommodations in collaboration with the students.
4. Meets with the Divine Word College school counselor, faculty and formation members as needed to review appropriate accommodations as they are implemented in the classroom.
5. Maintains contact and communication with the student to provide ongoing support as needed either via in-person meetings, email communication, text messages or video conferences.
6. Provides academic resources and training for Divine Word College faculty and staff as needed.
7. Other duties as agreed upon to meet the educational needs of Divine Word College students.

### Qualifications

- Master's degree in education or related field.
- Experience in educational assessment and development of individual education plans.
- Experience and openness to working with international and domestic students from multi-cultural and multi-lingual environments.
- Ability to work as a team member with the College's faculty, staff and formation team.

### Working conditions

- Work is normally performed in a typical interior/office work environment.
- Ability to work a flexible schedule, including some evenings.

### Physical requirements

- Limited exposure to physical risk.
- Limited physical effort required.
- Ability to lift up to 25 pounds.

### Direct reports

- None

<b>Date approved:</b>	
<b>Reviewed:</b>	