



Recommended Position Description

JOB TITLE: rootEd Advisor

Position Summary

The rootEd Advisor is employed in school districts to proactively support high school students through each step of career exploration and postsecondary planning. Performance will be evaluated through monthly tracking of key performance indicators related to both student outcomes and program impact.

Working in collaboration with high school counselors, the rootEd Advisor assists students in developing and expanding their Individual Career and Academic Plans (ICAP) and supports them in taking steps toward postsecondary success in their chosen pathway—such as enrolling in college, earning a workplace credential, or enlisting in the armed services.

Essential Job Duties

- Meet one-on-one with each high school senior to help each student develop and succeed in their postsecondary plans.
- Build relationships with all high school students through regular meetings to help them with postsecondary planning.
- Monitor and document student progress related to postsecondary planning and key performance indicators.
- Refine and expand Individual Career and Academic Plans (ICAP) for all high school students that align with coursework and activities that help achieve personal career goals, postsecondary planning, and individual pathway options.
- Ensure that all seniors progress through each stage of the financial planning process, including FAFSA completion.
- Understand and help students navigate each step of the college, military, or career application process.
- Use data-driven case management strategies to increase postsecondary applications, FAFSA completion, and overall postsecondary planning and attainment—ensuring students graduate high school on a path toward career success and economic stability.
- Work closely with high school counselors, teachers, staff, and administrators to ensure a smooth transition to postsecondary success for high school graduates.
- Exhibit exemplary attendance and punctuality.
- Comply with district policies and procedures.
- Perform other duties as assigned, including attending school-sponsored functions, serving on committees, and attending community events.

Required Knowledge, Skills & Abilities

- Bachelor's degree from a regionally accredited institution of higher learning.
- Exceptional relational skills with a variety of diverse people.
- Experience in education, social work, counseling, case management, advising, or related experience.
- Strong organizational and time management skills.



- Proficiency with a variety of computer operations, and the ability to learn and adapt to new software and tracking tools.
- Ability to communicate clearly and effectively via email, phone, video chat, text messaging, and public speaking.
- Availability to travel to high school and community events as needed.
- Ability to work well with others.
- Strong oral and written communication skills.
- Ability to use information technology for professional productivity (such as Microsoft Office Suite).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions. Requires extended periods of time viewing computer monitor or standing; may require adjustment of schedule to include some evening and/or weekends; may encounter occasional exposure to inclement weather during travel.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.



rootEd
MISSOURI

updated 6/1/24