

Job Description: Advisor

Employment Type: Part-Time, Salary

Location: Largely Remote and On Location as Needed

Supervisor: Executive Director or Appointee

Position Summary:

The Advisor will serve as the primary point of contact for assigned families and students, helping coordinate each student's customized learning experience. This role is relationship-based and support-oriented, focused on communication, guidance, academic progress, and helping families navigate personalized education opportunities.

The Advisor will serve as a Teacher on Special Assignment. Candidates must already hold a valid teaching license or be eligible to receive and maintain a school-specific license assigned through Custom Class.

Essential Duties and Responsibilities:

Family & Student Support:

- Serve as the primary advisor and consistent point of contact for assigned families and students.
- Build collaborative relationships with families to understand student goals, needs, and learning styles.
- Help families identify, coordinate, and access educational offerings aligned with student learning plans.
- Communicate regularly through online platforms, email, phone, and virtual meetings.
- Occasionally meet with families in person at Family Service Centers.

Academic Guidance & Compliance:

- Provide academic feedback on student coursework as required.
- Offer tutoring support when appropriate based on expertise and availability.
- Support progress monitoring, documentation, and school compliance expectations.
- Maintain professionalism and confidentiality in handling student records and family information.

Funding & Operational Support:

- Coach and support parents with reimbursement submissions and approved processes.
- Provide limited onsite student supervision when students are working in person, as needed.
- Assist with school events, training, and other mission-aligned duties as assigned.

Work Environment & Physical Demands:

- This is a part-time role with a flexible schedule, with most work conducted remotely.
- Some in-person availability in Southern Utah is preferred.
- Regularly required to communicate effectively, sit, stand, and use a computer.
- Reasonable accommodations will be provided as needed in compliance with the Americans with Disabilities Act (ADA).

Equal Employment Opportunity (EEO) Statement:

- Custom Class Charter School is an Equal Opportunity Employer and is committed to providing a workplace free from discrimination. All qualified applicants will receive consideration for employment without regard to any protected characteristic.

Background Check & Other Requirements:

- Successful completion of a state-required background check and fingerprinting.
- Verification of eligibility to work in the United States.
- Compliance with all state and school-specific training, certifications, licensure, and professional development requirements.

Compensation & Benefits:

- Salaried annual compensation of \$35,000.
- Part-time schedule up to 29 hours per week.
- Opportunities for growth and development within a mission-driven team.
- Participation in applicable school events and trainings.

Application Process:

- Interested candidates should submit the following with the subject "Application for Advisor" to info@customclass.org. Applications received until the positions are filled.
- Resume/CV with professional references.
- Cover letter outlining qualifications and interest in the position.