

TO: Board of Education Members

FROM: Alice Learn  
Jay Hillman

DATE: January 18, 2012

RE: Advanced Academics Advisor Position

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We would like to have you review the information below and consider the Position of Advanced Academics Advisor.

Position: Advanced Academics Advisor  
Hours: 100 Hrs Total (5 Hours/Weekly from February to Mid-June)  
Cost: \$1730.00 (5%)

Duties to Include:

- Set up student accounts
- Communicate with parents regarding program and progress
- Monitor and support student in keeping calendar and setting target dates
- Act as liaison with parents, teachers and administrators
- Communicate with Advanced Academics personnel and BOCES support
- Coach students throughout program

Your time and consideration is greatly appreciated.