**Senior Scholastic Supervisor Standard Job Description**

**Classification Title:** Senior Scholastic Supervisor

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Senior Scholastic Supervisor, under direction, develops, monitors and oversees football student-athlete academic planning. Coordinates staff to provide support to football student-athletes while strategically working together with a team of full-time staffers to fulfill the core elements of the academic program.

**Essential Duties and Tasks:**

**40% Advisor**

* Develop and oversee a comprehensive academic program for assigned student-athletes, including football student-athletes.
* Create clear goals and expectations for the academic performance of student-athletes.
* Maintain accurate and timely records and reports to clearly communicate academic progress to the Associate AD for Academics, Sport Administrator, and coaches.
* Interact, motivate, and encourage student-athletes to assume ownership of their academic responsibilities while creating accountability and enforcing policies.
* Ensure consistent and engaged attendance to class, tutoring, and learning center appointments.
* Assess and evaluate student interests and abilities and provide applicable programming.
* Develop, implement, and communicate clear goals for the staff working with student-athletes.
* Monitor and evaluate the staff according to established expectations and performance.
* Coordinate and oversee guest coach program and serve on eligibility certification team.
* Meet with prospective student-athletes and assist in coordinating campus visits while completing initial eligibility projections.
* Assist with transitional programs and Life Skills Seminars.
* Maintain accurate records of continuing eligibility while gathering and inputting APR, GSR, and GPA data.

**20% Administration**

* Promote a culture of high academic achievement and integrity.
* Assist the Assistant AD for Academics with APR Reporting processes.
* Ensure staff is meeting the core elements of the academic program and student-athletes are fully engaged in the learning process.
* Recommend and encourage professional development opportunities for the staff and be an active participant.

**10% Internship Program**

* Coordinate recruitment, hiring, and supervision of undergraduate and graduate student interns for the department.

**5% Committees**

* Serve on staff, departmental, and university committees as assigned. Work closely with key constituents in the athletics department, on campus, and in the community to communicate the message and philosophy of the academic program and student-athlete academics and development.

**5% Compliance**

* Maintain continual and thorough familiarity with all applicable NCAA, Conference, and University rules and regulations. Establish and ensure communication and enforcement of rules and regulations concerning student-athletes: conduct, appearance, road games, punctuality, and other areas as deemed appropriate. Provide appropriate educational training for academic staff and enforce rules appropriately. Maintain awareness of and support the initiatives of the Athletics Department.
* Please note that the percentages are approximate and may vary based on the specific requirements of the role. The consolidated PD should be adjusted according to the specific needs of the position.

**20% Duty Title** (for the department's use)

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree
* Three years Athletic Academic Advising at the collegiate, high school or junior college level or athletic administration experience working with student-athletes at those same levels. One year of experience with a Master’s degree.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and presentation software programs.
* Knowledge of degree requirements and student records maintenance.

**Machines and Equipment:**

* Multiline phone system
* Computer
* Fax
* Copier

**Physical Requirements:**

* None.

**Other Requirements and Factors:**

* Ability to adhere to FERPA.
* May be required to work nights, and weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**