



Franklin Academy

BELONG | GROW | SUCCEED

Job Title: Associate Advisor
Reporting Line: Director of Student Success

School Profile

Franklin Academy is a mission-driven, college-preparatory boarding and day school serving neurodivergent students in grades 8–12 and postgraduates through an intentionally designed, skill-based educational approach. Our bright, capable, and creative students thrive in a fully immersive learning community, most of whom live on campus, where interdisciplinary academics, explicit instruction in executive functioning and self-advocacy, and a deep commitment to belonging prepare them for college and life. As Franklin approaches its 25th year, the school continues to evolve while thoughtfully honoring its relational foundation and real-world focus. The strength of Franklin lies in its people, educators, residential professionals, clinicians, and staff united by purpose-driven work and long tenures. Located on a scenic 75-acre campus along Connecticut's Connecticut River in East Haddam, adjacent to the 700-acre Chapman Pond Preserve, Franklin is an active part of the local community with convenient access to Hartford, New Haven, New York City, and Boston.

Position Overview

Franklin Academy seeks an organized, proactive, and student-centered Associate Advisor to join our Student Success Department. This position provides targeted, short-term interventions for students who require additional support in developing the academic, executive functioning, social-emotional, and independent living skills necessary for success. Working collaboratively with academic advisors, student life advisors, faculty, and families, the Associate Advisor identifies student needs, implements individualized intervention plans, and monitors progress toward clearly defined goals. Through relationship-building, skill-based coaching, and consistent collaboration, the Associate Advisor helps students strengthen executive functioning, self-regulation, organization, communication, self-advocacy, and personal responsibility across both academic and residential settings. The role is designed to provide focused intervention that supplements the advisor relationship, builds student independence, and promotes successful participation in all aspects of school life.

Key Responsibilities

- Serve as a member of the Student Success Department, collaborating closely with academic advisors, student life advisors, faculty, and other student support staff.
- Identify students who would benefit from targeted intervention through referrals, progress monitoring, and collaboration with the Student Success team.
- Develop, implement, and monitor individualized intervention plans that address academic performance, executive functioning, social-emotional development, independent living skills, and student engagement.
- Provide individual and small-group intervention sessions focused on executive functioning, organization, planning, time management, study strategies, self-advocacy, emotional regulation, communication, problem-solving, and independent living skills.
- Partner with advisors and faculty to reinforce consistent expectations, strategies, and supports across academic and residential environments.
- Monitor student attendance, academic performance, behavior, residential engagement, and overall well-being, using data to evaluate progress and adjust interventions as needed.

- Coach students in developing healthy routines, personal responsibility, conflict resolution, decision-making, and effective use of school resources.
- Support students in setting goals, reflecting on progress, overcoming barriers to success, and developing increasing independence.
- Communicate regularly with advisors, faculty, student life staff, and families regarding student progress and recommended supports.
- Maintain accurate documentation of intervention plans, progress monitoring, and student outcomes.
- Participate in Student Success meetings, multidisciplinary team meetings, and professional development focused on student intervention and support.
- Hold the Student Support Phone and provide responsive assistance to students navigating academic schedules, residential expectations, and other immediate support needs.
- Perform other duties as assigned by the Director of Student Success.

Qualifications & Experience

Required:

- Bachelor's degree in education, counseling, psychology, social work, student development, or a related field
- Experience working with students in a school, residential, counseling, coaching, mentoring, or youth development setting
- Strong organizational skills and the ability to manage multiple priorities
- Ability to work collaboratively as part of a multidisciplinary team
- Ability to maintain confidentiality and handle sensitive student information appropriately
- Commitment to supporting diverse learners and creating an inclusive, student-centered environment.

Preferred:

- Experience in academic support, special education, or executive functioning coaching
- Knowledge of learning strategies, accommodations, and differentiated instruction
- Familiarity with data collection and progress monitoring methods
- Experience working with neurodivergent students, including students with ADHD, autism spectrum disorder, learning differences, or executive functioning challenges
- Experience in an independent or boarding school
- Experience using student information systems and documenting student progress and interventions.

Compensation & Benefits

This is a 10-month, full-time position with year-round benefits (mid-August through mid-June), with opportunities to participate in *Summer at Franklin* from the end of June to the end of July

- Salary is determined by education and experience.
- Access to health insurance, dental plan, and life insurance.
- Participation in a matched retirement fund (TIAA-CREF).
- Use of school facilities, including dining services when available.

How to Apply

Interested candidates should submit the following materials:

- A cover letter outlining interest in the position and relevant experience.
- A current résumé.
- Contact information for three professional references.

Application materials should be submitted electronically to hr@fa-ct.org. Applications will be reviewed on a rolling basis until the position is filled. **The priority deadline for initial review is Friday, August 14, 2026.**

Franklin Academy is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other protected characteristic under applicable law.