NOTICE OF VACANCY

School Counselor

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| Job Title  School Counselor | Reports To:  Principal/Board of Directors |
| Work Days:  240 Days/12 Months | Salary:  $60,000 to $72,000 |

**Job Goal**: To work with staff, students, and community to ensure a “high quality” educational program overall implementing the school’s mission, vision, and strategic goals. To assist the principal in ensuring that we create an environment that is not only safe and nurturing, but one with high expectations and accountability for faculty, staff, students, and parents.

**Job Description:**

School Counselor Job Responsibilities:

* Advises and counsels students regarding academic, educational, and short-term social and emotional problems.
* Counsels with students one-on-one and in small group settings.
* Makes proper student and family referrals when necessary.
* Remains universally accessible and makes an effort to know every student for whom they are responsible.
* Provides individual student planning and responsive services to support students and their families regarding academic matters.
* Teaches guidance classes and provides guidance counseling to students through planned activities in small group or classroom settings to convey educational, social, and important school information, and offers workshops/seminars for parents.
* Consults, facilitates, and maintains communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations.
* Provides feedback and recommends appropriate action and solutions to individual student’s academic and educational needs and abilities.
* Participates on a Student Success Team, identifies students who may need targeted or intensive services, and coordinates with behavioral health specialists.
* Assists students/parents in understanding school policies and procedures.
* Provides brief counseling to address social and emotional concerns and appropriately refers students to behavioral health specialists.
* Communicates, coordinates, and collaborates with behavioral health specialists on developing and implementing student supports.
* Supports and attends appropriate student activities and events.

**QUALIFICATIONS:**

* Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals.
* Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive.
* Working familiarity with student assessment tools, especially in evaluating and interpreting standardized test results.
* Knowledge of educational software.

**EDUCATION, EXPERIENCE AND LICENSING REQUIREMENTS**

* Master’s Degree in Counseling/Guidance, Education, or Social Work
* LPC or LPC eligible.
* Minimum of 1 year of school counseling or teaching experience
* Understanding and familiarity with computer applications and word processing functions
* Knowledge of Restorative Discipline Principals

Start Date: July 2021

Duty Days: 240

Reports To: PRINCIPAL

Salary Range: From/To $60,000 to $72,000

Endorsements