

Position: School Counselor

Reports to: Grade Level Principal

Description: The School Counselor promotes student success, provides preventive services and responds to identified student needs by implementing a school counseling program that addresses academic, career and personal/social development for all students. Counselors oversee the day-to-day academic program of students assigned to them and have responsibility for coaching and motivating students to achieve short and long-term goals, and serves as the primary contact for parents.

Key Responsibilities:

- Primary contact and support of parent/guardians
- Collaborates with parents/guardians and educators to assist students with educational and career planning
- Work with academic and support teams to assist students and families in acquiring needed, individualized support including, but not limited to, leading team meetings, and developing student success plans
- Assists students with developing academic, career and personal/social skills, goals and plans
- Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs
- Consistently and effectively communicates with all school stakeholders and community supports
- Accurately and appropriately interprets and utilizes student data
- Advocates for and leads school-wide positive behavior support systems and collaboration with the principal and other stakeholders
- Use varied evidence-based and best practice strategies to best meet the needs of individual students or groups receiving interventions as outlined in the MTSS/RTII process
- Is proactive and assumes a leadership role by being viewed as a role model in school practices and procedures ensure that all students, particularly those traditionally underserved, are honored in the school
- Organize and facilitate monthly homeroom lessons that aligning with the Comprehensive School Counseling Plan, and various regulations pertaining to K-12 public schools
- Develops and implements lessons based on the Career Education Work standards
- Provides short-term individual counseling to students with identified concerns and needs
- Assist students in establishing realistic and attainable academic and post-secondary goals
- Assist students with course selection in keeping with the student's interest and abilities
- Identify options for students to satisfy grade promotion and graduation requirements; make recommendations and amend student schedules as needed in order for the student to be successful
- Use available technology resources to enhance the school counseling program
- Collaborate with other school counselors to implement and continuously monitor the comprehensive school counseling plan
- Support teams in developing crisis prevention and intervention support plans
- Travels for administration of standardized testing, field trip supervision, and other school related business
- Active engagement in individual, department and school-wide initiatives and professional development
- Participates in weekly collaboration meetings with grade level teachers and the counseling department
- Other duties as assigned by administration

Problem Solving/Analysis:

When dealing with students, families and colleagues, utilize effective and appropriate communication skills by collaborating with administration and staff members in order to take the best course of action. Use discretion and uphold confidentiality when discussing and reviewing situations that may need additional guidance. Determine, plan and execute the most viable strategy for a successful outcome.

Education Level:

- Certified PA School Counselor
- Master's degree in related support area



Experience:

- Demonstrated experience community oriented settings
- Demonstrated experience which indicates strong interpersonal skills.
- Experience in education, preferred.

Skills and Abilities:

- Effective use of interpersonal and communication skills, including tact and diplomacy
- Knowledge compliance activities for local, state and federal regulations
- Knowledge of public cyber-charter school environments.
- Ability to learn new technology tools quickly.
- Effective use of organizational and planning skills
- Maintain confidentiality of work related information and materials
- Ability to prioritize