

## MOT Charter School

Job Title: **GUIDANCE COUNSELOR**

Reports To: Head of School

Qualifications: Bachelor's Degree in Education; Master's Degree in School Counseling; valid Counseling Certificate; excellent verbal communication skills; impeccable organization and management skills. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Position Overview: The Guidance Counselor assists students in their selection of high school courses, career planning, and the college search and application process. The Guidance Counselor will provide social-emotional guidance, crisis counseling, support pertaining to individual learning needs in concert with the Principals, and referrals to outside counselors, psychologists, and facilities to students on an as-needed basis.

Responsibilities:

### **1. Development and Management of a Comprehensive School Counseling Program**

- 1.1 Discusses the comprehensive school counseling program with the Head of School and Dean of Students.
- 1.2 Develops and maintains a plan for effective delivery of the school counseling program based on the American School Counseling Program and current individual school data.
- 1.3 Communicates the goals of the comprehensive school counseling program to education stakeholders.
- 1.4 Maintains current and appropriate resources.
- 1.5 Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability.
- 1.6 Uses data to develop comprehensive programs that meet student needs.

### **2. Delivery of a Comprehensive School Counseling Program**

#### ***Guidance Curriculum***

- 2.1 Provides leadership and collaborates with other educators.
- 2.2 Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- 2.3 Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

#### ***Individual Student Planning***

- 2.4 Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- 2.5 Accurately and appropriately interprets and utilizes student data.

- 2.6 Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.

***Preventive and Responsive Services***

- 2.7 Provides individual and group counseling to students with identified concerns and needs.
- 2.8 Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- 2.9 Implements an effective referral and follow-up process as needed.
- 2.10 Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.

***System Support***

- 2.11 Provides appropriate information to school personnel related to the comprehensive school counseling program.
- 2.12 Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- 2.13 Participates in professional development activities to improve knowledge and skills.
- 2.14 Uses available technology resources to enhance the school counseling program.
- 2.15 Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

**3. Accountability**

- 3.1 Conducts a program audit to review effectiveness.
- 3.2 Collects and analyzes data to guide program direction and emphasis.
- 3.3 Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.
- 3.4 Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.

**4. College Admissions**

- 4.1 Develop a college counseling program
- 4.2 Maintain and communicate college information and resources to students and parents as well as an awareness of their educational opportunities.
- 4.3 Review transcripts in order to evaluate graduation requirements.
- 4.4 Support the student and parent(s) in the college planning process
- 4.5 Provide and communicate PSAT, SAT and ACT information to student
- 4.6 Develop and manage College and Career classroom guidance appropriate to all grade levels
- 4.7 Plan and administer the College Fair, Career Day, College Information Night, and AP Exams
- 4.8 Maintain and update the College Planning Guide

- 4.9 Write college recommendations for seniors
- 4.10 Assist students and parents in the college application process Assisting students and parents with financial aide and scholarship materials
- 4.11 Communicate graduation requirements to parents and students Meeting with high school students annually to evaluate their academic progress/records and to ensure that they are on schedule to graduate
- 4.12 Meet with juniors individually to ensure that they are on schedule to graduate, are preparing for college applications, and have a senior schedule that will satisfy graduation requirements
- 4.13 Meet with students on an individual basis concerning academic issues and concerns reported by teachers and parents
- 4.14 Manage student transfers, including transcripts and graduation requirements

**5. Other**

- 5.1 Complying with conditions as stated in employee contract and handbook
- 5.2 Any other duties as assigned