

K-12 Counselor/Testing Coordinator

Purpose: The K-12 School Counselor helps students attain an optimum level of personal, academic and social adjustment. In order to coordinate comprehensive counseling program, the K-12 Counselor must work closely with the other staff and administration of Richard McKenna Charter Schools.

Responsible to: Principal(s)

Payment Rate: According to the Idaho Career Ladder

Benefits: According to Adopted Board Policy

Apply at: <https://www.applitrack.com/rmckenna/onlineapp/default.aspx?ApplitrackJobID=193>

Essential Duties and Responsibilities:

Direct Assistance to Students:

1. Provide individual counseling and group guidance to help students cope effectively personal, social, academic, career, and family concerns
2. Implement a comprehensive counseling program,
3. Identify students with special needs and make appropriate recommendations and referrals.
4. Ensure the development of individual four (4) year plans with 8th graders and students newly enrolling, and assist in monitoring and managing these plans
5. Interpret grades and test scores for parents and students, as well as permanent record information such as GPA, credit status, class rank, and honors
6. Assist when requested with follow-up on students that are below grade level/failing with weekly progress reports
7. Maintain a close relationship with the Special Education & Specialist teachers following directives and recommendations as needed
8. Assist in the resolution of school-related problems
9. Provide responsive services including consultation, personal counseling, crisis counseling, and referral
10. Provide for a smooth transition between middle school and high school, which may include orientation programs for students and parents
11. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students
12. Assist with teacher/student/parent conferences/meetings

Transition to College and Career:

1. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data
2. Provide career development materials and activities (classroom and individual) and follow-up
3. Oversee the district's Advance Opportunities program for onsite students
4. Work closely with and involve parents in students' career planning
5. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity
6. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies
7. Help students with scholarship information and with application procedures including preparing written recommendations
8. Hold a financial aid seminar for parents and students
9. Notify students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors
10. Assist students with applications to post-secondary institutions, meeting with recruiters, and planning campus visits
11. Provide timely notice and information to students and parents of opportunities to take SAT, ACT, and AP exams
11. Gather information on colleges and careers and keep this information accessible to students and parents in an organized arrangement

Office Management:

1. Maintain a professional office environment
2. Provide interim assistance to students or parents with urgent needs
3. Maintain student records and ensure their confidentiality
4. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students
5. Deal with confusion and emergencies in a friendly, supportive, and calm manner
6. Assist agitated or confused students in re-composing themselves during situations where the student has

- a problem or personal setback
- 7. Screen and coordinate new student records
- 8. Help build the master schedule and decide what courses are going to be taught at each grade level
- 9. Assist the Administration in maintaining a course description booklet with Classroom Teacher input

Program Evaluation:

1. Assist in the evaluation of current curriculum offerings and in the planning, selection, and implementation of new course offerings
2. Participate in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school
3. Use the internet to gather current information about colleges and career programs
4. Compare on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the situation
5. Share research and findings with colleagues and students in order to improve counseling services
6. Research, develop, and write proposals to enhance the guidance curriculum
7. Evaluate the effectiveness of the comprehensive counseling program

Community Outreach:

1. Serve as a resource person to local community organizations
2. Serve as the Volunteer Service Coordinator for the District
3. Promote and provide assistance to community organizations that provide scholarships
4. Network and consult with local businesses, industries, and social service agencies on a regular basis
5. Provide information to the community regarding the programs of Richard McKenna Charter Schools.

Other:

1. Supervise the district's testing program and interpretation of test scores, and attend state sponsored district test coordinator meetings
2. Work closely with the school in interpreting the school's philosophy and objectives to students and parents
3. Participate in building meetings such as special education meetings and staff meetings
4. Assist in arranging education services for hospitalized or homebound student in conjunction with the special services staff
5. Assist with teacher/student and teacher/parent conflicts
6. Provide letters to senior parents informing them of student academic status, including credit checks, reviews, and graduation status
7. Keep immediate supervisor informed of activities and any issues that may arise
8. Assume responsibility for his or her continuing professional growth and development.
9. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

Qualifications:

1. Valid Pupil Personnel Services Certificate with a Counselor Endorsement (K-12)
2. Minimum 3 years teaching experience
3. Master degree required
4. Citizenship, residency or work VISA in United States required
5. Broad knowledge of theories of individual and group guidance techniques, K-12 school guidance program design, and career educational information and placement
6. Knowledge of state and federal testing procedures and requirements
7. Strong background in the use of technology
8. Relates extremely well to students
9. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations
10. Able to work under pressure and deadlines
11. Excellent interpersonal, communication, organizational, and leadership skills
12. Maintain confidentiality of staff and students