

**GUIDANCE COUNSELOR**

QUALIFICATIONS: Master’s Degree of Education, or related field, with a concentration in school counseling and a minimum of three years experience in related field. Must be certified in Secondary School Counseling 7-12 or School Counseling K-12. Experience with PowerSchool a plus. Bilingual a plus.

JOB GOAL: As an essential part of the school team, a counselor’s role is to guide students with social and academic development. Counselor will consult with students, teachers and parents to identify developmental needs and design prevention or intervention activities in order to guide students on a healthy path toward adulthood. A counselor implements guidance according to learning theories and the educational philosophy of the school. Reports to Principal.

RESPONSIBILITIES:

1. Student service activities – class lessons/give students knowledge base needed for academic planning and assistance in using life skills.
2. Prepare student academic schedules.
3. Individual planning – activities that help students become independent learners. Help students make informed decisions about academic program, career goals, and personal choices.
4. Counseling services – respond to students’ needs and concerns. Services are initiated by parents, students, and school staff members. Needs may be addressed through consultation, counseling, crisis intervention, and/or referral to other resources.
5. Program management – establishes, maintains, and enhances the total guidance and counseling program. Staff and community relations, consultation with staff members, and maintenance of student schedules are some program components.
6. Work closely with administration and all faculty to help manage student behavior; consulting and implementing school code of conduct guidelines.
7. Assist in facilitating mandatory testing (e.g. PSSA/Keystones, etc.)
8. Maintaining data for PSSA testing and performance tracking in student information system.
9. Remain current on all mandated Child Abuse trainings. Recommend/schedule trainings for all staff to remain compliant for all mandated Child Abuse trainings.
10. 504 Coordinator.
11. McKinney Vento Homeless Liaison.
12. Assist in Summer School Planning.
13. Student Outpatient Program Coordinator.
14. May be required to attend certain meetings as designated by the Executive Director or Principal.
15. Perform any other duties assigned by the Executive Director or Principal.

**All employees of the Arts Academy Charter School are required to have current Criminal Record/Background Check, Child Abuse History Clearance, and FBI Fingerprint Background Check documents as required by the PA State Department of Education in addition to current TB test results as part of required physical examination.**

**JH 5/21/25**