



POSITION TITLE: School Counselor

EMPLOYMENT STATUS: Full-Time; Exempt

Location/Campus: District

Reporting Agency: STRS

LICENSURE/CERTIFICATION/QUALIFICATIONS:

1. Master's Degree and appropriate coursework in content area
2. Ohio Department of Education licensure as a School Counselor.
3. Submission of professional application materials.
4. Prior experience working with students preferred

CONTRACT: Employment contract is contingent upon availability of funding; contract days determined by the school district; other terms and conditions of employment as per the School Board policies and procedures.

SALARY: Based on salary schedule and/or commensurate with experience and education.

DESCRIPTION: Under the direction of the Director of Operations/Principal, the School Counselor was established for the purpose/s of providing support to the instructional process with specific responsibility for managing the schedules and placement of assigned students; providing course curriculum, information and recommendations to students and parents; and assisting in the development of goals and plans for achievement.

POSITION RESPONSIBILITIES:

- Coordinates with teachers, college and university personnel, resource specialists and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels students, parents, and guardians for the purpose of enhancing student success in school.
- Develops a variety of special programs (e.g. career fairs and days, academic and financial aid workshops, College Credit Plus, health and safety events) for the purpose of providing information to assist students in the successful transition from high school to career, training and/or continuing education.
- Monitors students' progress (e.g. grades, formative and summative assessments, EOCs, ACT, Work Keys, etc.) for the purpose of identifying issues and taking appropriate action for increasing student success, including serving as part of the data team, and assisting teachers with necessary interventions.
- Prepares a wide variety of materials (e.g. reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares applications for students (e.g. scholarships, college, financial aid, etc.) for the purpose of ensuring completion of application processes within designated time frames.
- Presents information to Director of Operations and the Superintendent for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches program eligibility requirements (e.g. financial aid, college eligibility, etc.) for the purpose of providing up-to-date, accurate counsel to students.
- Schedules student classes for the purpose of securing appropriate placement and meeting their matriculation, graduation and college eligibility requirements.



- Supervises assigned programs (e.g. scholarships, peer counseling, special education, 504's, ESL, Flex Credit, Career Tech, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.
- Create a personalized post-graduation plan for all seniors - enrolled, enlisted or employed
- Attend six face to face staff meetings at Mansfield lab and graduation.
- Online state mandated trainings for accreditation, ie Public Schoolworks, Child Abuse, Gifted, etc.
- Serve as a mentor for an assigned group of students. Mentors are expected to make weekly contact in an effort to build and maintain relationships with students and their families. Weekly contact should include grades, attendance, important school events and support needed for academic success.
- Performs other related duties as assigned

Metrics for success:

- Student post-graduation plan completion (to be built in SAS)

SKILLS, ABILITIES AND KNOWLEDGE:

- Knowledge of high quality blended and online teaching structure and delivery
- Knowledge of Ethical Standards as referenced by the ASCA and the ACA.
- Knowledge of FERPA and HIPPA
- Knowledge of Ohio's Academic Content Standards
- Knowledge of current testing programs and state mandated assessment tools
- Knowledge of current educational issues and best practices
- Knowledge of community agencies that can support students and families
- Knowledge of pedagogy to teach problem solving processes and creative thinking skills
- Knowledge of trauma informed approaches to learning and discipline
- Ability to use technology as both a productivity tool and as a method of communication; proficient in computer applications including Microsoft Office
- Ability to maintain accurate student records
- Ability to, plan strategies, and activities to meet individual needs of students
- Ability to read and understand state and NWEA data to evaluate student's progress
- Ability to analyze and interpret assessment data within each assigned course
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with students, their families, co-workers, administrators, and the public
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to sit, walk, talk, or hear, and operate a computer and other technology devices.



The employee must occasionally lift and/or move up to fifty pounds (e.g. notebooks, reports). Specific vision duties of this job include close vision.

The noise level in the work environment is relatively quiet but may escalate in group or event settings. The work environment may include exposure to disease and infections.

The employee may be required to deal with students with behavioral risks.

This position may require attendance at meetings outside of regular work hours (e.g. early morning, after school).

This position involves stress as a result of the responsibility to ensure that laws, regulations and procedural rules are followed, the responsibility of dealing with individual student concerns and maintaining student discipline, and the demands of maintaining effective communication with other staff members, students and parents.

ADDITIONAL REQUIREMENTS:

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment at GOAL Digital Academy.

The employee must complete a satisfactory background check.

The employee shall have a valid driver's license or available transportation.

The employee is responsible for familiarizing him/herself with the GOAL Digital Academy Handbook as well as Board Policy employee expectations.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

The employee will be required to follow the instructions and perform duties required by the employee's supervisor and/or Superintendent.

This position description indicates the general nature and level of work expected of incumbent. It is not intended to be a comprehensive listing of all activities, duties and responsibilities required of incumbent. This position description is designed to illustrate the minimum requirements of the job. The performance appraisal for this position will evaluate the incumbent's ability to meet or exceed the minimum requirements of the job.

Employee Signature/Date

Supervisor Signature/Date