

Howard Gardner MI Charter School

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| Job Title: | School Counselor |
| Department: | Student Services |
| Reports To: | Director, Student Services |
| Status: | Exempt, ten-month position (August 15-June 15) |

Overview: The School counselor is universally accessible and makes an effort to know every student for whom they are responsible. They help students overcome obstacles that may inhibit their learning in both elementary and middle school. They work with individual students, families, staff, and the community to facilitate growth for the student in the areas of academics, personal, social-emotional, and career exploration, and planning for the student.

Essential Duties and Responsibilities:

- Advise and counsel students regarding academic, educational, and short-term social/emotional concerns.
- Help students attain an optimal level of personal and social development.
- Consult with parents, teachers, administrators, and supporting local agencies concerning the needs and abilities of students.
- Provide individual and group short-term counseling to help students cope effectively within their personal, social, academic career, and family lives.
- Teach guidance classes and provide guidance counseling to students through planned activities in small group or classroom settings to convey educational, social, and important school information, and offer workshops/seminars for parents.
- Assists students/parents in understanding school policies and procedures.
- Make Referrals for long-term support when needed.
- Update and maintain confidential student records.
- Implement an effective career counseling program and transition services for children 14 and older.
- Analyze Data to identify student issues, needs, and challenges; and provide classroom lessons based on data and screenings.
- 504 Coordinator
- Evaluate students and write 504s for qualifying students. Manage students and their plans for those who have 504s.
- Schedule opportunities for students to visit with resource persons about academic and career choices.
- Keep abreast of new information, innovative ideas, and techniques.
- Help pupils find solutions to personal, social, educational, and career development needs.
- Work with outside agencies in the treatment of special student problems.
- Interview low-achieving students mid-trimester in an attempt to identify and overcome, if possible, the causes of their poor performance.
- Assist school support teams in gathering information and devising a plan to remediate those factors associated with poor school performance.
- Act as the school's coordinator and team leader for the Schoolwide Positive Behavior Program.
- Act as advisor for the Student Council.
- Intervenes during crises and participates on the school crisis team.

September 2023

- Act as the homeless liaison to ensure that homeless children and youth are identified, enrolled in school, and receive all eligible services to facilitate student academic success.
- Other duties as assigned by the CEO or Director of Student Services.

Qualifications:

- Baccalaureate degree
- Valid Educational Specialist Certificate
- Master's Degree in Counseling or Education with a specialty in Counseling
- Act 34, Act 151, and/or other required clearances and/or documents
- Strong Organizational and Interpersonal Skills
- Ability to communicate clearly and concisely both orally and in writing
- Ability to establish and maintain effective working relationships
- Ability to handle more than one task at a time
- Must be able to maintain the confidentiality of students, parents, and teachers unless something needs to be brought up to authorities.
- Must be able to remain nonjudgmental to make a fair decision on what is occurring and how to find a solution to the problem.
- Must be honest with students, parents, and teachers.
- Must be able to handle difficult situations with an unbiased perspective properly.
- Must be able to identify a proper intervention based on suspected problems.
- Must possess excellent interpersonal skills.
- Ability to work in a highly flexible environment; following directions and taking responsibility.
- Excellent verbal and written communication skills.
- Ability to handle multiple tasks at the same time.
- Ability to exercise good judgment and have good organizational skills.
- Ability to read, interpret, and utilize standardized test scores.