



JOB DESCRIPTION

Title: Academic Counselor
FLSA Status: Exempt
Reports to: Student and Family Services Coordinator (CTC)
Supervises: None
Date: July 2021

POSITION SUMMARY:

Under general direction, the Academic Counselor works with students in both high school programs to address all students' academic and career development needs. The Academic Counselor shall implement a comprehensive school counseling program that promotes and enhances student achievement. The Academic Counselor shall promote equity and access to opportunities and rigorous experience for all students.

The Academic Counselor shall participate in the students' intake process. For example, the Academic Counselor shall meet with students at enrollment to conduct a pre-admission evaluation of the student's transcripts and advise the student on the length of time it may take him/her to earn a high school diploma.

The Academic Counselor shall work with students to develop individualized learning plans. These plans shall help students establish personal goals and develop future plans. Throughout students' tenure at Escuela Popular, the Academic Counselor will work one-on-one with students to ensure that students are meeting the milestones established in their individualized learning plans. Specifically, the Academic Counselor shall assist students in:

- Goal Setting
- Academic Plans
- Career Plans
- Transition Plans

The Academic Counselor works closely with the student services team to provide early identification of students at risk of failing or leaving school prematurely and applies appropriate interventions, both instructional and with auxiliary services; and works directly with families and appropriate staff to assess the student's needs for special services.

To accommodate students' needs, the Academic Counselor works during the evening at least two days a week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to the following:

- Enters and maintains academic records for all graduating students.



- Collaborates with students, parents, and appropriate staff to address the needs of all students through prevention and intervention programs.
- Works closely with Instructional Leaders to assist in developing the master schedule and decide on course offerings.
- Provides incoming students with an orientation to the school and its programs.
- Meets with students who have referred themselves or who have been referred by others for counseling in personal and social matters that may prevent them from continuing their studies.
- Meets annually with students on an individual basis or in class setting to develop an educational plan which will provide normal progress towards graduation and established career goals or towards appropriate alternative programs.
- Makes student class schedule adjustments and student instructional progress checks as requested or as needed.
- Holds a conference annually with each student who has been identified as “at risk.” Families will be urged to attend this conference which will be used to review graduation progress, specific educational plans, and career opportunities.
- Informs the student/family annually of the student’s progress toward meeting graduation requirements.
- Informs students and parents of special programs available to them, for example, special education, alternative programs, and career-oriented programs, and work experience.
- Provides students and parents with information and assistance about specific college admission requirements, admissions tests, and their interpretation, financial aid, and a full range of non-college, post-high school alternatives.
- Offers to meet with students to provide interpretation of college admissions tests, academic achievement tests, aptitude tests, and interest inventories.
- Meets with non-graduating seniors to develop alternative plans for graduation or for other post-high school options.
- Meets with seniors regularly to ensure they are passing or graduating.
- Assists with college, Federal Financial Scholarship Application (FAFSA), and Dream Act applications.
- Communicates with teachers to ensure students are passing course work.
- Oversees graduation and meets with students who will be graduating.
- Creates schedules every quarter.
- Meets with students from English 1 and up to ensure they are passing course work.
- Facilitates SST meetings. Creates ideas on how to support students who are failing.
- Oversees College Day and Career Day.
- Organizes college field trips and coordinates visits from college counselors to classrooms.
- Responsible for Planned Parenthood classes.
- Brings different resources, information, and presentations regarding social-emotional support and others.

Other:

- Performs other duties as assigned.
- Participates in mandatory all-staff meetings.



REQUIRED EDUCATION, EXPERIENCE, AND TRAINING

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying.

- Bachelor of Arts degree from an accredited college or university with major course work in Academic Counseling, or a closely related field. (Required)
- Master of Arts degree from an accredited college or university with major course work in Academic Counseling, or a closely related field. (Highly Preferred)
- Valid Pupil Personnel Services Credential for School Counseling from CTC (Required)
- Minimum of three (3) years of increasingly responsible high school Academic Counselor experience. (Highly Preferred)
- BCBA certification (Highly Preferred)
- Bilingual in English and Spanish. (Required)

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Current changes in academic counseling policies, and practices related to college & career readiness.
- Computers, computer commands, peripherals, and various operating systems.
- Variety of computer software programs, including Microsoft platforms, Google workspace, and databases.
- Basic mathematical calculations.
- Methods of collecting and organizing materials, data, and information.
- Correct English and Spanish usage, grammar, spelling, punctuation, and vocabulary.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Office practices and procedures that involve the operation of standard office equipment such as a computer, copier, fax, associated equipment, etc.
- Applicable laws, rules, and regulations.
- Research skills and methods.
- Data analysis, data quality, data cleaning, data extraction, and data validation tools.
- Data management and assessment policies and procedures.
- Report writing and statistical record-keeping techniques.
- Policies and objectives of assigned programs and activities.
- Modern office practices, procedures, and equipment.
- Data control procedures and data entry operations.
- Inventory practices and procedures.

Ability to:

- Use independent judgment in the exercise of daily responsibilities.
- Work with a high degree of accuracy.
- Troubleshoot hardware and software problems.



- Exercise independent judgment in correcting data errors or omissions.
- Work extended or irregular hours and willing and able to work both AM & PM shifts as needed.
- Handle multiple tasks and priorities.
- Work effectively under deadlines and pressure.
- Adjust quickly and well with changes.
- Execute and manage projects requiring significant attention to detail.
- Be a team player, leader, and open-minded.
- Maintain detailed and accurate records.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work and build strong working relationships.
- Learn, interpret, apply, and explain laws, rules, regulations, policies, and procedures.
- Prepare and maintain a variety of manual and automated records, reports, and files.
- Work independently with little direction.
- Communicate, interact, and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Communicate effectively with school personnel, parents, and students while complying with the confidentiality requirements in local, state, and federal policies and status.
- Act with integrity, professionalism, models school standards of ethics, and maintain strict confidentiality.
- Work in an atmosphere where interruptions occur frequently and priorities are often modified.
- Understand and follow specific instructions and procedures.

Each of these essential tasks must be performed individually and unassisted by other persons, since this position requires the ability to work alone.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties. Potential hazards include contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other school personnel and the public as a member of a team or alone while working.

Right to Revise:

This job description is not meant to be all-inclusive and the school reserves the right to revise this job description as necessary without advance notice.



The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.