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Job Title: Academic-Personal Counselor for At-Risk Youth	Reports to: Director of Academic-Personal Counseling
Department: Counseling	Position Type: Full time /10 months
Revision Date: April 21, 2015	Fair Labor Standards Act (FLSA): Exempt

Position Overview:

The Academic-Personal Counselor for At-Risk Youth works with administration, faculty, staff, parents, students, and community agencies to assist in meeting the goals of Mullen High School. Utilizing leadership, advocacy, and collaboration, the counselor for at-risk youth will promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students. This counselor will focus on students who are underserved as a result of socio-economic or educational level and need additional academic support. The counselor will provide more intensive interventions as a result of the unique emotional and social needs that accompany students who are considered at risk.

Essential Job Functions:

- Works with appropriate academic partnerships and agencies that sponsor at-risk students
- Works in conjunction with the director of at-risk student programming (the Director of the De La Salle Program)
- Works in conjunction with appropriate partnerships to determine appropriate interventions
- Provides counseling to at-risk students utilizing cognitive behavioral techniques, individually and in small groups
- Submits accommodation requests for the ACT and SAT via college board for all students
- Fields questions regarding accommodations
- Works in partnership with teachers and other counselors in supporting students and their families
- Provides assistance in the college/career planning with a focus of underrepresented, first generation to college students
- Understand and inform students and parents of college financial opportunities/scholarships

General Counseling responsibilities:

- Discusses the comprehensive school counseling program with the school administrator
- Develop and maintain a written plan for effective delivery of the school counseling program and current individual school data
- Communicate the goals of the comprehensive school counseling program to education stakeholders (i.e., administrators, teachers, students, parents, and community)
- Maintains current and appropriate resources for stakeholders
- Provides leadership and collaborates with other educators
- Incorporates into programming life skills that students need to be successful in the twenty-first century
- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans

- Collaborates with parents/guardians and educators to assist students with educational, career, and life planning
- Accurately and appropriately interprets and utilizes student data
- Administers appropriate standardized assessments
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data
- Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs
- Implements an effective referral and follow-up process as needed
- Participates in professional development activities to improve knowledge and skills
- Uses available technology resources to enhance the school counseling program.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession
- Conducts a yearly program audit to review extent of program implementation and effectiveness
- Collects and analyzes data to guide program direction and emphasis
- Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions
- Maintains and monitors student academic records

Qualifications:

- Master's degree in educational psychology, school counseling or related field is required
- Valid Colorado counseling certification
- Experience working with at-risk youth in a school setting
- Experience working with student accommodations
- Strong organizational and administrative abilities, time management, attention to detail
- Excellent and effective interpersonal and communication skills, and the ability to work well with people of all ages
- Effective written communication skills and computer skills, including word processing and social media tools and the ability to solve problems while working under stress
- Enthusiastic, charismatic, creative and possess strong leadership skills, and individual initiative
- Willingness to work some evenings and weekends

Submit cover letter, resume, and three references to Sarah Edson, Edson@mullenhigh.com