

Job Details

Requisition Number	10-0558
Title	Guidance Counselor
City	Chicago
State	IL
Description	<p>K¹² is a dynamic company on a mission to provide the most compelling, comprehensive, and effective K-12 education available. Our employees are a critical part of an organization that is providing powerful, new options for the way children can be educated. They have a passion for education and a drive to make a difference. We pride ourselves on maintaining the highest level of integrity. We have the same high expectations for our employees as we do for the students who are in our programs. These are just a few of the values that make K¹² a great place to work.</p>

Position Summary:

Utilizing leadership, advocacy, and collaboration, the school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that focuses on academic success, personal and social development and career and college guidance for all students. Services are provided through guidance curriculum, individual planning, responsive services and support services. Services may be delivered through individual and group activities.

Responsibilities:

- Develop positive relationships with colleges and universities to further the interests of students for post-secondary transition
- Plan and assist with post-secondary transition services for high school students (college visitations, college applications, scholarships, etc.)
- Facilitate transition services to students wishing to attend other schools (contact other schools for information, write or collect letters of recommendation, provide grade explanation, etc...)
- Coordinate speakers to present on various socio-emotional issues (academic integrity, cyber-bullying, etc...)
- Assist HS Advisor with any high school student testing initiatives
- Plan and help implement K-8 and HS Student Orientations, Open House, and other school events
- Help facilitate transition plans or programs to assist middle school

students with the transition into high school

- Oversee the development and maintenance of student transcripts and efficiently track course credit history
- Facilitate credit recovery effort for any necessary students through summer school, Saturday school, night school, or correspondence courses
- Serve as a resource for implementing drug and alcohol free initiatives at the high school level
- Assist in facilitating the implementation of the Driver's Education course for high school students
- Help teaching and administrative staff address student concerns (e.g. excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.)
- Communicate high expectations and show an active interest in student progress
- Consult with parents and students as needed and provide individual and group counseling to students with identified concerns and needs
- Report evidence of suspected child abuse as required by law to DCFS
- Support homeless families with any needs
- Participate in professional growth opportunities to remain current with innovative guidance strategies
- Participate in K12 and other school-based trainings, meetings, and professional development offerings
- Work with the HS Advisor to decide on appropriate student placement within the high school K12 curriculum and become knowledgeable of the curriculum so he/she can make sound academic placement decisions
- Travel to student's houses as needed for truancy related issues
- Consult and collaborate effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students
- Use available technology resources to enhance the school counseling program such as TotalView transcript tools, Naviance, etc.
- Adhere to laws, policies, procedures, and ethical standards of the school counseling profession
- Work to prevent students from dropping out of school and counsel students to help them make better choices
- Support teachers in the implementation of socio-emotional course offerings
- Each semester, conduct meetings with students and Learning Coaches to discuss the credits attained and plans for credit recovery, if applicable
- Assist in counseling students back into school if on the verge of transferring, as well as help counsel students out of the school

- Assist students with credit recovery; Saturday school, Summer School, Night School
- Post information to the appropriate place on CVCS's community space called the big think
- Perform any other duties as assigned by the Head of School or Academic Administrator

Requirements

Required:

Master's degree or equivalent work experience.
Appropriate state certification for high school counselor.
Experience in counseling and/or advisement.
Valid fingerprint clearance card or background check.
Proficient in MS tools, search engines, database systems.
Flexible schedule – ability to travel as needed.

Desired:

Experience with distance learning.
Advanced coursework in counseling and administration.
Experience as a 7-12 teacher.
Experience in a customer service environment.
Experience with Local, State, and Federal laws and mandated reporting.
Experience in a charter school environment preferred.

EOE and Drug-Free Workplace

Apply online at:

https://www8.ultirecruit.com/KIN1002/JobBoard/JobDetails.aspx?_ID=*5293621B8C0ED225&_SVRTRID=4BB0ED5F-F9F1-4B13-87A6-E79C2E6DBAE4