

NORTH STAR CHARTER SCHOOL

IB World School – International School of Business & Economics

NORTH STAR CHARTER SCHOOL JOB OPENING

School Year: 2022-2023

POSITION: High School Counselor and College and Career Advisor

FTE: 1.0

The High School Counselor and College and Career Advisor would support students in grades 9-12.

The role of HS Counselor includes planning, scheduling, testing and monitoring of academic progress to complete the exploration process begun at the Middle School level to plan and prepare the student for their high school graduation and post high school goals. The HS Counselor guides students toward fulfillment of educational, professional-technical, social and personal academic goals.

This role will also serve as the HS College and Career Advisor with a focus on the post high school transition. Responsibilities will include developing and administering special projects such as career fairs, college fairs, and college field trips, programs for parents, federal financial-aid and scholarship assistance.

Responsibilities:

- Collect and analyze data to guide program direction and emphasis
- Communicate the goals of the school counseling program to educate stakeholders
- Maintain regular communication with the School Principal
- Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school-wide goals
- Focus on high levels of career awareness, preparation and planning skills
- Provide leadership and collaborate with other educators in the school-wide integration of the counseling program

Knowledge of:

- American School Counselor Association National Model
- Counseling theories, techniques and professional and ethical standards
- Instructional methods and training techniques including curriculum design principles, learning theory, group and individual teaching techniques, design of individual development plans and test design principles
- Human behavior, performance and mental processes and the assessment and treatment of behavioral and affective disorders
- Group behavior and dynamics, societal trends and influences and cultures
- Assessments and interpretation techniques for educational planning

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- Leadership, collaboration, conflict resolution, planning and organization techniques and practices.

Ability to:

- Provide effective counseling services
- Communicate effectively verbally and in writing
- Utilize active listening skills, identify the nature of a problem and use logic and analysis to identify the strengths and weaknesses of different resolution approaches
- Display a positive professional attitude
- Identify feelings, symptoms of stress, abuse, addiction, depression and appropriate coping skills
- Utilize multiple approaches when learning or teaching new things
- Teach or guide others to approach things differently
- Maintain important records efficiently and accurately and to prepare clear and concise reports
- Maintain confidentiality of information processed or prepared
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties
- Establish and maintain effective working relationships with other employees, supervisory personnel, students, parents and referral sources
- Handle interruptions, prioritize work, and return to and complete tasks in a timely manner
- Perform time management and scheduling functions, meeting deadlines, and setting project priorities

Acceptable Experience and Training:

- A master's degree with verification of completion of an approved program of graduate study in school guidance and counseling; and
- An Idaho State Pupil Personnel Certificate endorsed as a school counselor.

Essential Job Functions

- Clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to engage in verbal conversation and to communicate effectively on the telephone and in person as well as in written communications
- Ability to comprehend and interpret the meaning of words and respond effectively
- Visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work and assessments, prepare and review documents, and organize documents and materials
- Manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive hand/wrist/arm motions and to operate a computer and office equipment, and to occasionally physically restrain a student to keep him/her from harming self or others when necessary

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- Personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lifting or moving objects that weigh up to 20lbs.
- Job tasks require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, and grasping.

Other Duties and Responsibilities

- Attend job-related meetings
- Serve as mentor for student interns
- Perform other related duties as required

To apply, please submit a cover letter and resume to:

Joanna O'Donnell, Human Resources, jodonnell@northstarcharter.org

CLOSING DATE: Until filled

CONTACT: Joanna O'Donnell, Human Resources jodonnell@northstarcharter.org