

Guidance

675 East Broad Street, Bethlehem, PA 18018
phone 610-868-2971 | fax 610-868-1496

School Counselor Job Description

Position Title:	School Counselor (Full Time, Grades 9-12)
Reports To:	Director of Guidance, Principal
Date Written:	May 3, 2013
Anticipated Opening:	2013-2014 school year

Position Description: A highly qualified Secondary School Counselor holds a Masters of Education in School Counseling, with a 7-12th grade level certification. School Counselors deliver academic, social/emotional, career/postsecondary programming in addition to crisis response services. A School Counselor's role is most effective when aligned with the American School Counselor Association Standards of Practice and Ethics.

Responsibilities and Duties:

1. Facilitates the development, implementation, and supervision of The Guidance Department's curriculum and content standards
2. Proctors and delivers result feedback of standardized tests (i.e. PSATs, AP Exams)
3. Provide expert post-secondary presentations to Parent/Guardian(s) (i.e. the College Search Process, the Application Process, FAFSA and Scholarship Seminar)
4. Works as an effective team member with the Educational Support Services Department
5. Utilizes internal (i.e. Child Study, Student Assistance, Valley Youth House) resources for student support
6. Communicates well both in writing and verbally with students, school staff, administration and parent/guardian(s)
7. Assists Administration in peer conflict resolution, crisis response, and parent/teacher conferences
8. Provides classroom scheduling orientation to all returning students in addition to serving as an academic reviewer during the Charter Arts Audition Process
9. Assists with incoming student Placement Testing
10. Maintains accurate student records; including credit checks, case notes, Class "A" data filing
11. Keeps the Principal/Director of Guidance informed of issues, conflicts, and concerns that involve (but are not limited to) teaching staff, the academic integrity policy, and/or school-wide health and safety.
12. Attends workshops, courses, and conferences relevant to continuing professional development
13. Monitors student progress through use of PowerSchool and other technology
14. Monitors and assists students with special needs (IEP's/ 504 plans)
15. Fosters a climate of professionalism and embraces the school mission and vision

Criteria for Selection:

1. Masters Degree in Education, PA Certification in Secondary School Counseling (Grades 7-12)
2. Demonstrates a strong work ethic, an attention to detail and willingness to show initiative
3. Has experience with or ability to work collaboratively with a variety of people.
4. Demonstrates knowledge of current professional literature and material within content area.
5. Exhibits dependability in carrying out assigned responsibilities.

The Lehigh Valley Charter High School for the Arts provides a rich and comprehensive educational program for students in grades 9 through 12 with talents and potential in instrumental music, visual arts, vocal music, dance, theater and ice skating. Admission to the High School for the Arts is based on audition.

Interested applicants can submit cover letter, resume, 3 letter of references, PA certification, and copies of all clearances to: jobs@lvpa.org

Hard copies can be sent to :

Sharon Fehlinger-Ricker
Principal
Lehigh Valley Charter High School for the Arts
675 E. Broad Street
Bethlehem, PA 18018