

**POSITION:**  
**Director of Schol Counseling**



**JOIN OUR TEAM!**

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

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[www.CharterArts.org](http://www.CharterArts.org)

**VISION:** To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

**MISSION:** Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

**APPLY:** Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to [jobs@charterarts.org](mailto:jobs@charterarts.org). Resumes will be accepted until the position is filled.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Job/Position Specific Requirements:**

- PA School Counselor certificate and 3-5 years previous School Counseling experience needed
- Experience with the ASCA standards and competencies, Restorative Practices, SAP, and trauma informed care and/or willingness to be trained
- Ability to multitask and work in a fast-paced environment
- Scrupulous attention to detail required
- Ability to analyze data to ensure continuous improvement
- Excellent communicator and collaborator who is willing to have difficult conversations to ensure positive change within the organization
- A belief and understanding that collaboration and community are key elements in arts education
- Ability to be a creative problem solver who is not afraid to ask questions
- Ability to oversee all aspects of department leadership as outlined below while engaging and supporting faculty & staff in a positive and collaborative environment
- Candidates from diverse backgrounds are welcomed and encouraged to apply
- 12 month position

**Reporting Relationship(s): Administration**

**JOB PURPOSE**

At Charter Arts, we know that relationships come before content and that students are more likely to grow when they have the opportunity to build meaningful relationships with supportive personnel, such as School Counselors. At Charter Arts, artistic expression, equity, diversity, inclusion, and accessibility are organizational imperatives. The Director of School Counseling is expected to ensure that the counseling department is a safe and productive space where students feel comfortable sharing their

voices, accessing support, getting assistance with college and career planning, and learning how to advocate for themselves in challenging situations.

The Director of School Counseling will work closely with the administrative team to ensure that the counseling department is operating smoothly in all aspects. This individual will model relationship building for new counseling staff and be the point person when a school counselor needs support. The Director will mentor new counseling staff and will work with their team to plan and facilitate community building through push-in classroom lessons, evening programming for parent/guardian(s), and develop student thinking in new and innovative ways through counseling support services and programming. The Director must also believe in the premise of a Restorative Practices approach to student support and help by facilitating student conversations with peers, faculty, etc.

To continue to stay knowledgeable and abreast of the state standards for College and Career Readiness and best practices, the Director of School Counseling will embrace the idea that learning is a lifelong endeavor and will model this philosophy by attending various learning opportunities at Pattan, the IU, and elsewhere to ensure that new, standards/research-based, and innovative practices are being implemented at Charter Arts. The Director of School Counseling is an integral leadership position which will ultimately help streamline communication between teachers, counselors, families, and administration with the goal of supporting students to achieve their personal and professional goals both while in high school and as our students and their families pursue post-secondary opportunities.

### **Essential Functions of the job may include but are not limited to the following:**

#### **Counseling Department Support**

- Schedule and run Counseling Department meetings and communicate outcomes with Assistant Principal of Specialized Services
- Supports the Assistant Principal of Specialized Services in developing and overseeing the Counseling Department budget, communicating the budgetary needs of the counseling team
- Supports counselors by facilitating, and modeling when needed/appropriate, meetings between Administration, students, faculty, and parents, i.e. student concerns, grading, attendance, classroom behavior, etc.
- Monitors and supports School Counseling Department members with all aspects of their responsibilities, which includes but is not limited to:
  - Student course scheduling request management
  - Family engagement event planning and implementation
  - Meeting Career and College Readiness, Chapter 339, & Naviance requirements
  - Development and implementation of Mental Health Initiatives
  - Coordination and implementation of Standardized testing (PSAT and SAT) and College Board AP Exams
  - Assist with stakeholder communication, i.e. Core Chairs, Artistic Directors, teachers, and parent/guardians as needed

#### **Student Course Scheduling Support**

Supports the school counselors with aspects of student schedules, including but not limited to:

- Support Administration with the Master Scheduling Matrix, including courses, teachers, classrooms, and section offerings for all core and artistic departments
- Work with the Administration to pull the requested course audit report to project the necessary number of course sections needed for the following school year
- Assist school counselors to ensure their caseload of students have selected the correct courses for enrollment the following year
- Work with counselors to review and adjust any errors on the course verification roster report
- Ensuring that all counselors update the academic review and scheduling forms for teachers/families
- Coordinate counselor classroom scheduling orientation visits according to scheduling timelines

- Work with counselors to develop content to be delivered during scheduling orientation and other classroom visits
- Support the Director of Admissions with Academic Review training for Core Faculty and Artistic acceptance meetings with the Artistic Directors, including by conducting transcript audits for credits as needed
- Develop new systems and structures to better organize workflow within the counseling department and improve and enhance student relationships with their counselors and the social worker; enhance current procedures as necessary

### **Student Support**

- Ensures that all counselors are participating in quarterly “Incomplete” meetings and communicating with students, teachers, and families regarding approved, denied, or modified requests
- Ensures that all counselors are making recommendations to the administrative team regarding Medical Exemptions and Incompletes for students and communicating with Artistic Directors accordingly
- Oversees the preparation of all records and reports as deemed necessary by the Administrative Team, i.e. course failure reports, at-risk reports, grading memos, etc.
- Keeps an open line of communication between the Administration and the counseling team to provide feedback and updates on student progress and improving school and home partnerships and communication.
- Works with the entire counseling team to ensure student mental health needs are assessed and addressed; completes risk assessments as needed and participates on the Safe2Say Team
- Partners with Assistant Principal of Specialized Services to support the Student Support Team (SST) meetings and assures backup leadership of these important meetings in their absence; improves the Child Find process to offer in school supports and/or recommend other evaluations, if needed
- Assists the counselors with communication between outside educational agencies and student placements when appropriate, eg. hospital placements for students, etc.
- Helps to facilitate Restorative Conferences
- Ensures that midpoint family meetings are called if students may be at risk of failing the school year
- Creates and maintains the school counseling and family engagement calendar
- Coordinates communication with all stakeholders and oversees all aspects and the implementation of Core and Artistic Summer Credit Recovery
- Serves as a member of the SAP team (will be SAP trained if necessary)
- Participates in IEP and/or 504 meetings if assigned counselor is unavailable
- Other responsibilities as assigned or as the need arises

### **CRITERIA FOR SELECTION:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Advanced degree from an accredited institution and/or related field required
- For all teaching positions, candidates must hold a valid and active PA certification or be willing to attain certification through alternative means, including an intern certification program, or with emergency certification and maintenance of required credits
- Artistic background or experience a plus
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for self and all students and team members
- Demonstrates creativity and leadership.
- Knowledge and implementation of relevant technology

## PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office/classroom equipment
- Ability to use computer technology and other technology as appropriate for the specified position
- Must appropriately handle confidential information; ability to use computers and other AV equipment for group meetings, presentations, projectors, and video equipment
- Physical ability to: Sit 40%; Walk/Stand: 55%; Drive 5%
- Manual dexterity for repetitive movement of fingers and hands for keyboarding
- Ability to lift objects of moderate weight from 15 to 30 pounds
- Artistic high school environment

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## Notes:

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments*