

Graduation Achievement

CHARTER HIGH SCHOOL



Job title	<i>School Counselor</i>
Reports to	<i>Director College and Career Readiness</i>
Direct Report(s)	<i>None</i>
Salary	<i>\$45,000-\$48,000</i>

Job Summary

The School Counselor is a certified education professional whose primary role is to guide the student towards academic success, social development and overall preparation for their post-secondary pursuits. They will serve as coaches, mentors and motivators, at the same time ensuring that each student under their care receives a customized learning experience, by utilizing all available instructional resources to ensure success. The School Counselor, in serving as the primary point of contact for the student and family, is responsible and advocates for the student's overall academic and professional well-being while enrolled at Georgia Online Academy, LLC. The School Counselor interacts synchronously and asynchronously with the student through a variety of methods, e-mails, and phone calls, and face-to-face meetings at the learning center as well as occasional events.

Main Responsibilities

- Student Schedules and Learning Plans
 - Work as directed to support the goals Graduation Achievement Charter High School, leadership, and team
 - Learn the Georgia Online Academy, LLC, curriculum for assigned grade levels and subjects
 - Demonstrate knowledge of state standards, testing requirements, and graduation requirements across core content and electives
 - Review student transcripts to ensure appropriate scheduling of courses
 - Work with students to determine an academically appropriate schedule and personal learning plan for the students based on the prior knowledge base and potential career path
 - Enter student schedule and transcript information into the student information system (SIS) to maintain accurate academic records
 - Create a personal learning plan for each student
 - Ensure that each student has a well-rounded schedule that best coordinates with the minimum yearly requirements
 - Develop an Individualized Graduation Plan (IGP) or Personal Learning Plan (PLP) for each of student while including their parents
 - Ensure students are passing classes and maintain progress towards an on-time graduation

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- Interact frequently with students at the learning center to better understand their academic strengths and weaknesses
- Attendance
 - Ensure that parents/guardians verify student attendance at regular intervals
 - Communicate immediately with students who are truant both online as well as at the learning center.
 - Create individualized attendance plans for students with attendance issues
- Guidance Services
 - Develop an annual long-range plan, based on identified student needs, that reflects national school counseling standards and state program components related to guidance curriculum, individual student planning, responsive services, and system support
 - Develop appropriate short-term goals, including aligned activities, resources, and schedules, to ensure full implementation of the long-range plan
 - Coordinate with center staff to provide supportive instructional activities that relate to student academic, career and personal/social development of students
 - Coordinate virtual and actual college opportunity fairs for students and families
 - Assist schools in promoting the goals of quality career development of students in ninth through twelfth grade
 - Provide educators, parents, and students with information on career and technology education programs offered
 - Support students in the exploration of career clusters and the selection of an area of academic focus within a cluster of study
 - Learn and become familiar with ways to improve and promote career development opportunities
 - Coordinate community resources and citizens representing diverse occupations in career development activities for parents and students
- Maintenance of the Learning Environment
 - Initiate and strengthen relationships with students and their families through many different interactions both online and in-person in order to better understand student and family backgrounds, issues and personalities
 - Support student technology needs working as a partner with technology support personnel

Professional Responsibilities

- Model effective leadership traits for other learning center staff
- Organize and participate in orientation, training, social and educational activities, field trips and clubs for students and families
- Conducts and/or assists with parent meetings and education

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- Commit to the use of best practices and to the use of cutting-edge technology to deliver sound
- Confers and counsels with parents, administrators and teachers
- Serve as the “Customer Service Representative” for the school, ensuring that the student’s experience in our school is maximized
- Facilitates the referral of students and parents to internal and external services
- Build community by contributing to school message boards, newsletter and events
- Participate in staff meetings and professional development sessions
- Participate in the Mentoring Program as either a Mentor or a Mentee
- Communicate with colleagues and supervisors on a regular basis
- Maintain confidentiality as required by the school and by law
- Additional duties as assigned

Key Relationships

- Internal: Instructors, Director of Instruction, School Counselors, Special Education School Counselor, and Data Owner
- External: Parents/Guardians, Students, Charter Board, State Department of Education

Key Behavioral Competencies

- Personal Accountability - When committing to do something, does it decisively, responsibly and with urgency. Can be relied on consistently, including:
 - Demonstrates a strong sense of urgency through prioritizing and following through on commitments
 - Drives hard to meet and frequently exceed goals and objectives within tight timeframes.

Decision Making

- Makes timely decisions
- Takes bold, decisive action or makes commitments, despite risks, conflict or uncertainty, after considering the available courses of action and the needs and values of others.

Customer Service Orientation

- Demonstrates concern for meeting internal and external client and stakeholder needs in a manner that provides quality satisfaction for the customer, (within the resources that can be made available)
- Shows a passion for improving service delivery and a commitment to continuous improvement



Relationship-Building

- Establishes rapport with people easily
- Develops and maintains a network of contacts that can provide information, help and access to others.

Background

- Bachelor degree, Master degree preferred
- Valid Georgia School Counseling Certificate
- Minimum two years guidance counseling or teaching experience in a traditional (brick & mortar) or virtual school preferred
- Experience with at-risk students or social counseling helpful
- Experience teaching or participating in an e-learning/online learning course preferred
- Strong written and verbal skills
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook
- Proficiency with multimedia communication tools, such as discussion boards, web logs, email, instant messaging and audio podcasts
- Ability and availability to travel within the state as needed
- High degree of flexibility
- Demonstrated ability to thrive in a fast-paced work environment

Working Conditions:

- Normal office environment

Physical Demands:

- Routine physical activity associated with normal office environment
- Demonstrated ability to thrive in a fast-paced work environment

Graduation Achievement Charter High School Philosophy

Graduation Achievement Charter High School is the standard for providing students with creative choices for their future. Proper resources, sufficient support, and the flexibility to differentiate instruction are essential. The most important resource is strong collaboration among stakeholders, starting with an outstanding staff and students invested in their own success. Effective educators engage all students in the teaching and learning process, provide them with the right tools to take charge of their own learning, and facilitate a successful transition to independent lifelong learning.

Graduation Achievement Charter High School Mission

The mission of Graduation Achievement Charter High School is to provide historically underserved students with a flexible and highly individualized virtual high school experience.

An Equal Opportunity Employer

It is the policy of Graduation Achievement Charter High School to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizen status, age, marital status,

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disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law.