



**District/Corporation W.E.B. DuBois Charter Schools Consortium**

**Overview** The W.E.B. DuBois Consortium of Charter Schools is a new organization of charter schools. We are cutting edge education at its best!! The W.E.B. DuBois Consortium of Charter Schools is an exciting and high-potential alternative in the broader spectrum of school reform that provides opportunities for underserved students and communities. Our theme-based curricula give teachers the freedom to try new strategies to inspire student achievement. Our students are immersed in real-world; hands-on learning environments which make education come to life! We are seeking passionate, innovative, and high-quality professionals who are looking to make a difference in the lives of children.

**Working Job Title** Elementary School Counselor

**Building/Campus** Du Bois Prep Academy of Arts & Technology

**Work Days and Hours** 10 months  
Monday-Friday  
May be required to work some Saturdays

**\* Job Posting Type** At Large

**Job Type** School Guidance Counselor

**Description** This position is responsible for utilizing leadership, advocacy, and collaboration to promote student success; provide developmental, preventive, and remedial services; and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, social, emotional, and career development for all students.

**Additional Job Information**

- Maintains a high degree of confidentiality
- Fosters positive relationships with students, parents/guardians, and community stakeholders
- Develops and implements a comprehensive guidance and counseling program based on State and Consortium standards; provides leadership and collaborates with administrators, educators, and stakeholders in the integration of the counseling program; collects and analyze data to guide program direction; and measure results of the guidance and counseling program activities and shares results with relevant administrators and stakeholders
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession
- Provides individual and group counseling to students with identified concerns and needs; utilizes appropriate assessment procedures to determine and structure individual and group counseling services
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data
- Implements developmentally appropriate and prevention-oriented services to meet students' needs and goals; facilitates crisis intervention, as needed, to ensure student/school safety; provides peer mediation as needed
- Consults and collaborates with parents/guardians, teachers, administrators, and other community agencies and resources to address students' concerns, needs, and progress
- Implements referral processes and provides follow-up to schools, community agencies, and Consortium administrators
- Assists students with developing academic, social, emotional, and/or career plans; collaborates with parents/guardians, teacher, and community service providers to discuss students' educational plans and progress

- Monitors academic performance, attendance, and behavior to identify and facilitate appropriate interventions
- Assists in registration, course selection, student scheduling; oversees dual enrollment and credit recovery programs
- Assists students with college, career, and military preparation: completes scholarship and financial aid forms; provides letters of recommendation; coordinates and schedules college visits; coordinates college admissions test preparation; and coordinates college and military recruiter visits
- Assists students with career development and job placements
- Participates in professional development activities to enhance job knowledge, skills, and abilities
- Performs any other duties within the scope of employment and certification, as assigned by the Principal and not otherwise prohibited by law or in conflict with contract to ensure the efficient and effective operation of the school

**Minimum Qualifications**

- Master's degree in School Counseling
- Valid Tennessee license in Guidance and Counseling or eligible for reciprocity
- Minimum 3 years related experience; classroom teaching experience, preferred

**Knowledge, Skills, and Abilities**

- Familiar with regulations and guidelines of Common Core standards
- Must have training and/or experience in working with at-risk youth
- Knowledgeable of theories, principles, and concepts of guidance and/or counseling or related field
- Knowledgeable of state and district counseling standards
- Knowledgeable of counseling processes and techniques for individual and group sessions to meet developmental, preventive, and remedial needs of students
- Knowledgeable of appropriate assessment and diagnostic procedures for determining and structuring individual and group counseling services
- Thorough knowledge and experience with college recruitment and admission processes

**Grades** Elementary K-5

**Open Date** 6/4/18

**Closing Date** 7/4/18