



Middle/High School Counselor

Position Description (1.0 FTE)

Summary

Staff members at Renaissance Secondary facilitate experiences for students in service of the school's mission:

Through authentic, integrated learning experiences, Renaissance will empower students to become modern learners who are critical thinkers and problem solvers, communicators, collaborators, and creative innovators who contribute to the world around them.

The School Counselor is responsible for ensuring student success and growth in the following areas:

- Social/emotional health and wellbeing
- College and Career Planning
- Academic planning

Specific Responsibilities

- Provides individual and group counseling to students which may include: academic concerns, behavioral issues, social concerns, and emotional support, and demonstrates age-appropriate counseling practices that meet academic, career, and personal/social needs.
- Works with students on an individual basis regarding personal problems related to home and family relations, health, school, and emotional adjustments.
- Creates and updates confidential, accurate, and complete student records as required by laws, district policies, and administrative regulations.
- Creates and maintains connections with parents/guardians, teachers, other school-based mental-health professionals, and administrators regarding students' behavioral, academic, and other concerns.
- Meets with parents/guardians to discuss their children's progress, to determine their priorities for their children, and to serve as a resource for understanding student development and behavior; encourages students and/or parents to seek additional assistance from community providers when necessary.
- Advocates for students with parents, teachers, community resources, school administrators, and other governmental agencies using a working knowledge of human development.

- Serves as a resource within the building and is available to respond to academic, social and emotional needs of students including crisis intervention.
- Advocates for and assists with the planning, development, scheduling, enrolling, and implementation of programs that enhance a student's educational experience, career & vocational opportunities, and social and emotional well-being.
- Advises and participates in the development and enhancement of a school-wide culture that promotes professional growth and excellence in student learning.

Academic, College and Career Planning

- Guides and advises students to ensure appropriate coursework to meet high school graduation requirements.
- Counsels students to encourage and support academic achievement. Assists students regarding educational issues such as course and program selection, class scheduling, truancy, study habits and college/career planning.
- Guides and advises students in the development of their Individual Career and Academic Plan (ICAP); maintains records of required ICAP documentation.
- Assists 11th and 12th grade students with selecting and planning a capstone project, as required for graduation.
- Supports students in the successful transition from each grade level into the next phase.
- Provides information to students and parents regarding academic progress, counseling programs, community resources, post-secondary opportunities, etc.
- Refers and connects students to appropriate resources to enhance learning and development.

Required Qualifications:

- Master's Degree in School Counseling (Secondary Level)
- Special Service Provider License - School Counseling - Colorado Department of Education
- Holistic approach to educating and counseling students.
- Willingness and ability to work collaboratively with teachers/staff/team to meet the needs of students.
- Willingness and ability to manage crisis assessment and intervention.
- Excellent written and verbal communication skills.
- Patience and resiliency in any and all circumstances.
- Ability to multitask and prioritize.
- Strict adherence to the maintenance of confidentiality.
- Willingness to grow with the position and needs of the school.
- Proficient with technology

Preferred Qualifications:

- Knowledge of and experience with MTSS/RTI, ALP/GT, 504.
- Experience with Naviance.

Salary:

Commensurate with experience and qualifications - RSS salaries are competitive with the Douglas County School District.

Application Instructions

DO NOT SUBMIT APPLICATION THROUGH THIS SITE.

- Complete the [Renaissance Secondary Employment Application](#), or submit a letter of interest and resume to Head of School, Amy Stuart: astuart@dcsdk12.org.
- To learn more about Renaissance Secondary, visit our website: <https://www.renaissancessecondary.org>