



Job Description: School Counselor (7-12)

Reports to: School Dean, Executive Director	Supervises: none
Employment: Full-time, 11-month	FSLA Status: Salaried, Exempt
Payment Rate: According to Certified School Counselor Salary Schedule	

OVERVIEW OF EXCELSIOR CLASSICAL ACADEMY

Excelsior Classical Academy is a tuition-free public charter academy with a rigorous, college-preparatory, liberal arts focus. Excelsior means “higher” in Latin, and at Excelsior, we strive for continuous improvement in academics and character. We will help each student reach higher by providing a rigorous, rich curriculum in an environment that promotes responsibility, integrity, diligence, and excellence.

We firmly believe in making this educational option accessible to all students in the Durham area. We intentionally pursue diversity in our Board, our staff, and our student population. Our goal is to reflect the diversity of the Durham area. In order to allow anyone who wants to attend our academy to do so, we

- offer busing
- provide free or reduced-price lunch to those who qualify
- provide assistance with uniforms to those who qualify
- offer a Before- and After-School Program

POSITION OVERVIEW

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

The School Counselor for grades 7 through 12 enhances the learning process and promotes academic achievement. School Counselors help students to achieve optimal personal growth, acquire positive social skills and values, set appropriate career goals, and realize full academic potential to become productive, contributing members of the world community.

POSITION SPECIFICS

- Support the mission, philosophy, and vision of Excelsior Classical Academy
- Ensure that students perform their best academically
- Promote a growth mindset in students

- Assist in character education, specifically The Seven Habits of Happy Kids and the character traits Citizenship, Civility, Courage, Diligence, Honesty, Integrity, Justice/Fairness, Respect, and Responsibility
- Help adolescents navigate the unique educational, social and behavioral obstacles related to attending upper grades
- Seek to identify home-based problems that may negatively impact the academic and social development of students
- Remain knowledgeable of career preparation in order to provide advice to students regarding education and employment options after high school
- Supply admission requirements for colleges and training programs, and otherwise help students with graduation preparedness
- Monitor student schedules and courses to make certain all graduation requirements are met
- Work with students one-on-one, in a private setting with teachers and parents, or with peers in a group assembly or discussion forum

GENERAL RESPONSIBILITIES:

- Disseminating of scholarship information
- Supplying school-to-career guidance
- Interpreting standardized test score
- Developing guidance curriculum
- Providing student resources
- Counseling individual students
- Coordinating with social service agencies
- Maintaining records
- Facilitating conferences
- Orientating new students

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

We seek a school counselor who works collaboratively and creatively with colleagues in various curricular areas and divisions. Candidates should be passionate about the mission of Excelsior.

- Master's degree required
- Current North Carolina School Counselor's License required
- Experience as a secondary counselor strongly preferred
- Knowledge of North Carolina graduation requirements required
- Knowledge of college entrance requirements required
- Collaborates well with colleagues of diverse backgrounds on pedagogical approaches, curricular alignment, and instructional strategies
- Outstanding presentation and facilitation skills
- Demonstrated ability to communicate in a professional manner both orally and in writing
- Demonstrated interest and engagement in professional learning and reflection
- Demonstrated ability to function as a positive collaborative member of a team

- Demonstrated strength in organization, communication skills, and efficiency in meeting deadlines
- Demonstrated professional behavior, including discretion, judgment, and integrity
- All prospective employees must be able to clear a background check

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Reasonable accommodations may be made.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus
- Frequently required to sit, stand, and walk
- Occasionally required to reach with hands and arms
- Frequently required to talk or hear
- Occasionally required to bend, twist, or climb
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks
- Average memory, taking into consideration the amount and type of information
- Moderate level of complexity for decision-making; average time pressure of decision-making
- The noise level in the work environment is usually moderate

NOTE: 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. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Excelsior does not discriminate on the basis of race, color, ethnicity, national origin, disability, religion, creed, gender, gender expression, or sexual orientation. Excelsior Classical Academy is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.