

NOTICE OF VACANCY
Alabama School of Fine
Arts Duty Description

Title: Counselor

Report to: Director of Student Support Services

Job Goal: To help maximize student success and to promote access and equity for all students. To serve as a vital member of the Student Support Services team and to seek to create a school culture of college, career, and life readiness for all.

Performance Responsibilities:

- ❖ Provides proactive and engaging programs which include leadership, advocacy, and collaboration with school staff, administration, and community/family members in the delivery of programs and activities to help students achieve success.
- ❖ Implements strategies and activities to support and maximize each students' ability to learn.
- ❖ Helps students manage emotions and learn to apply interpersonal skills.
- ❖ Reviews achievement, attendance, and discipline data to guide the selection of specific mindsets and behaviors appropriate for individuals, groups, and grade levels.
- ❖ Perform a variety of administrative tasks necessary in the development and implementation of 504 plans and is responsible for monitoring compliance with state and federal laws prohibiting disability discrimination. Expertise in writing 504 plans is preferred.
- ❖ Develops, implements, and evaluates an annual local school counseling and guidance plan in accordance with standards set forth by the Alabama School of Fine Arts.
- ❖ Implements a school counseling and guidance program curriculum.
- ❖ Provides individual/group counseling and guidance.
- ❖ Consults and collaborates with parents/guardians, teachers, and staff about understanding and meeting the special needs of students and makes appropriate referrals.
- ❖ Participates in activities which contribute to the effective operation of the school.
- ❖ Provides orientation for new students, parents/guardians, and faculty.
- ❖ Provides appropriate appraisal services to assist teachers, parents/guardians, and students.
- ❖ Administers standardized tests.
- ❖ Assists with placement and follow-up services for students.
- ❖ Provides information and resource services for students, parents/guardians, and faculty.
- ❖ Assist with the implementation of Social Emotional Learning (SEL) programs to help students build self-esteem and develop decision-making, problem-solving, and positive human relationship skills.
- ❖ Plans with teachers, directors, parents/guardians, and students steps for modifying students behavior.

- ❖ Utilizes community resources in addressing the needs of the students.
- ❖ Develops personal professional growth plan and demonstrates professional ethics and leadership.
- ❖ Exhibits positive human relationship skills.
- ❖ Demonstrates proficiency in written and oral communications.
- ❖ Complies with local, state, and federal policies, regulations, and laws affecting area of responsibility as well as the American School Counselor Association Code of Ethics.
- ❖ Plans and attends parent/teacher conferences.

Qualifications:

- ❖ A Master's Degree in School Counseling from an accredited college or university.
- ❖ School counseling experience preferred with a minimum of 2 years in a middle or high school setting.

Salary: Salary Schedule Based on Degree and Experience

Service Term: 10.5 Months

Application and Deadline: School must receive letter of interest, detailed resume, and a list of three references by March 31, 2022. Please send all materials to:
Ms. Jamie Plott jplott@asfa.k12.al.us

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