



JOB DESCRIPTION

POSITION: General Education Counselor

REPORTS TO: Head of School

DUTY DAYS: Part Time

EMPLOYEE STATUS: Exempt

'23 - '24 SALARY RANGE: \$30k - \$40k

HOURS: 7:20 A.M. – 3:50 P.M. Monday – Friday (Some weekends may be required)

SCHOOL/CAMPUS: Aristoi Classical Academy - Cypress

Duties and Responsibilities

The school counselor guides children and teens with social, school, and development issues. Counselors work with parents, teachers, psychologists, and community groups to identify the students' needs. Counselors work together with administration and faculty to design prevention and intervention activities in order to guide students on a healthy path to adulthood and will meet with students individually or in groups. School counselors also serve as mediators with student conflicts, and they work with students with behavioral problems. The school counselor helps to guide students to solutions with problems. They also contribute to preparing and formulating school policies and regulations.

Education and Training

A bachelor's degree or better in psychology or a related field is required for this job position. Since this profession deals with behavior, attitude, emotion, and the mind, it would be an advantage to have a concrete background in psychology or child psychology and or social work.

Mental Demands

Ability to:

- Communicate effectively (verbal and written)
- Maintain professional and emotional composure
- Promote a positive, caring environment
- Work with and respond consistently and equitably to all personnel, students, and parents/guardians

General Education Counselor Job Functions/Duties

- Along with administration, help develop and implement a 5-12 general education counseling program
- Assist administration in planning and presenting in-service training for faculty and staff as it relates to the Cypress campus
- Assist administration and faculty regarding behavioral matters and interventions, related to mental, emotional, social, or relational issues/concerns

- Conduct student observation in the classroom for counseling purposes and administration requests
- Implement developmentally appropriate and prevention-oriented counseling and social/emotional instruction to meet students' needs and the school's goals in keeping with the school's mission, vision, and philosophy
- Assist all students, individually or in groups, with developing educational, relational, emotional, and personal/social skills, goals, and plans
- Provide individual and group counseling to students with identified concerns and needs
- Respond to student crisis situations and alert appropriate personnel
- Help students develop skills to own and solve problems and identify students' strengths and resources
- Consult with parents/guardians and make referrals as appropriate in consultation with parents/guardians
- Implement an effective referral and follow-up process as needed
- Assemble and maintain an off campus referral directory for parents and guardians
- Provide appropriate information to school personnel related to the comprehensive school-counseling program
- Assist the special education department with the special education students' needs and attend ARD meetings as needed, as well as working with Section 504 and MTSS students' needs
- Participate in professional development activities to improve knowledge and skills
- Assist administration, faculty, and parents in supporting the Love and Logic school-wide discipline philosophy
- Organize and conduct parent and community informational meetings as it relates to Aristoi Cypress
- Organize and conduct TEA mandated health and safety training for faculty and staff in collaboration with the Headmaster
- Assist with campus events and activities
- Perform other related duties as assigned by the Headmaster
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