

School Counselor,

2015 - 2016 School Year
Reno or Las Vegas, NV



Position Summary and Responsibilities: Working from our office in Reno, Nevada or from home in Las Vegas, Nevada, the School Counselor will virtually assist students and parents/learning coaches with course selection, scheduling and will be the initial point of contact for student concerns that span multiple subject areas as well as non-academic issues. The School Counselor will become an expert on course and credit requirements and will work with the Manager of Counseling Services to establish counseling processes for middle and high school students.

The School Counselor will be responsible for the successful completion of the following tasks:

- › Advise students and families related to academics, career planning and graduation;
- › Keep abreast of all high school graduation requirements, including special requirements such as community service, and communicate this information to the High School Coordinator and to the principal;
- › Assist students and parents with the secondary school course selection process according to specific state credit and graduation requirements and student needs and interests. An integral part of this process is assisting students and parents to develop a Four Year Plan for meeting graduation requirements;
- › Advise students with issues related to dropping courses and changing schedules, seeking support as needed, while ensuring that the school's course selection and drop policies are adhered to;
- › Review student transcripts and the entry of credits into the online transcript system;
- › Follow procedures to ensure that Connections Academy transcripts are accurate and up-to-date;
- › Work with the administrative assistants to obtain school records from the student's previous school (where applicable) and forwarding student records when appropriate;
- › Implement programs for students and families related to interpersonal adjustment issues;
- › Work with school teams to identify and help families access school and community resources;
- › Participate in the development of crisis prevention and management plans for the school and serve as a key member of the Student Support Team (SST);
- › Coordinate a team of middle and high school teachers to help identify students who are "at risk" or "in crisis"; Act as the main point of contact for these students and families, communicating regularly with them;
- › Oversee and maintain the Personal Learning Plan (PLP) for each student;
- › Implement efforts to secure complete and accurate records for Connections Academy students;

For more information or to apply, go to:

https://re22.ultipro.com/CON1019/JobBoard/JobDetails.aspx? ID=*82C0818065E713D7