

# COUNSELOR



## WHY JOIN POLYTECHNIC ACADEMY?

Our mission is to cultivate a collaborative learning community that successfully prepares young people to earn their high school diploma and to set goals for life beyond high school. Students have the opportunity to explore college and career options while simultaneously taking dual enrollment classes. We mentor students to develop personal leadership skills, develop critical thinking, navigate career exploration, and master technical skills as they move toward successful careers, post-secondary education, and a productive life.

## ESSENTIAL RESPONSIBILITIES

We are seeking a dynamic and passionate Counselor to join our Polytechnic Academy team. The ideal candidate will endeavor to build a strong school-to-home relationship. Counselors will have weekly contact with students to assist them in gaining the necessary skills to track their own progress toward graduation, workforce certification, and postsecondary attainment. Candidates with experience in prevention, intervention, conflict resolution, developmental and crisis counseling are highly desired. Polytechnic Academy Counselors are visionary school leaders with the ability to see and manage the big picture of student development and achievement.

- Adhere to laws, policies, procedures, and ethical standards of the school counseling profession
- Regularly monitor and update Personalized Success Plans collaboratively with students
- Develop and implement a counselor referral program and follow-up process
- Work with local agencies and nonprofits to provide students access to counseling and health services, internships, part-time and summer jobs, and mentoring and coaching.
- Collect and track data on student academic performance, behavior, and attendance, and assist with appropriate interventions
- Work with school leadership to increase student engagement and improve graduation rates, increase postsecondary enrollment in college and career training, and decrease chronic absenteeism for all students
- Coordinate and manage dual enrollment program on campus and at local community colleges
- Manage SST process
- Meet with seniors and guide students through the college application process
- Assist in planning graduation
- Plan and facilitate student/parent workshops
- Serve as Student Council co-advisor and support student leaders in coordinating events and projects pertaining to student council
- Promote an inclusive and positive school culture
- Other duties as assigned

## PHYSICAL REQUIREMENTS

- Prolonged periods of mobility through campus, and at times prolonged periods of sitting at a desk and working on a computer.
- Required to use motor coordination with finger dexterity (such as keyboarding) most of the workday.

## MINIMUM QUALIFICATIONS

- Master's degree or higher from an accredited college or university
- Valid California Pupil Personnel Services Credential (required)
- Hold a valid California Motor Vehicle Operator License
- Bilingual in Spanish/English is desired, but not required

## BENEFITS

- We strive to be the best employer possible by offering excellent benefits for our employees and their families.
- We are committed to small learning communities with smaller class sizes and lower student to counselor and teacher ratios.
- Professional Development: We believe in supporting staff growth and provide substantial school-based and network-wide professional development on how to build the Polytechnic Academy culture.

If you are interested in applying, please email the following documents to [nprater@poly-academy.org](mailto:nprater@poly-academy.org):

- Copy of Transcript (All college level coursework)
- Credential Copy (Appropriate Credential)
- Cover Letter
- Three Letters of Recommendation

*Polytechnic Academy is strongly committed to hiring a diverse and multicultural staff, and we encourage applications from traditionally underrepresented backgrounds. Polytechnic Academy does not discriminate based on race, color, gender, handicap, age, religion, sexual orientation, national origin, ethnic origin, or any other reason prohibited by state or federal law.*