



# School Counselor

The Urban Academy of Greater Pittsburgh

**TITLE:** School Counselor

**REPORTS TO:** Vice Principal & Director of Student Support Services

**JOB FUNCTION:** The School Counselor will be responsible for the following functions: school counseling services, parent/family support, attendance and truancy intervention services, multi-tiered student support, one-to-one and group counseling, and certain external learning trips. The School Counselor will also play a significant role in shaping and sustaining the school's distinctive culture and ensuring that the scholars internalize the school's values and aspirations for academic excellence and global citizenship. He or she will also assist in providing cultural leadership to Urban Academy employees to oversee the implementation of certain aspects of school-wide systems and procedures as outlined in the Student / Parent Handbook.

The School Counselor will be a key member of the Urban Academy's leadership team with responsibility for the following key functional areas:

## **Planning, Leadership & Management**

- Serve as the point of contact for all student counseling needs
- Serves as the SAP coordinator and leads the SAP team
- Designing and executing new student welcome circles
- Ensuring that parents and families have access to resources to support their family in the following areas: health & wellness, education, workforce development, and parenting skills
- Participate as a key member of certain Board of Trustees committees to help set organizational strategy
- Ensure substantial professional development opportunities for self and school staff
- Spearhead the constant improvement of processes and communication between parents and the Urban Academy
- Represent the Urban Academy as needed to resolve student issues with external parties, including parents/guardians, social service providers, and, at times, school districts.

## **General Student Affairs**

- Work with appropriate staff to ensure the accurate compilation of truancy and attendance reports and records.
- When necessary, develop Attendance Improvement Plan and or make truancy referrals to the District Justice.
- Work with teachers to coordinate external learning opportunities (field trips) to further support student exposure to educational and social adventures outside of the school building.
- Ensure that Urban Academy scholars meet high expectations for attendance and that families are informed and appropriately reminded, when necessary, of the school's attendance policy.
- Researches, develops, and implements programs to improve student attendance and discipline.

## **Counseling Services**

- Works in collaboration with Senior Administration to develop a counseling budget.
- Administers the coordination and conducts certain parent/teacher conferences related to attendance and discipline.



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- Communicates daily with students, parents, and teachers regarding attendance and discipline matters.
- Ensure that student records relating to counseling services are organized and maintained in an efficient manner
- Develop an operational understanding of and coordinate with outside support agencies for student services.
- Reinforce and ensure that counseling services are providing one-on-one and group sessions for certain students based on certain code of conduct violations and other student needs

### Student Services

- Facilitate the full scope of support related to assisting families with the transition to middle school
  - Organizing tours; tracking/helping families register for schools in the area
- McKinney Vento / Homeless Liaison
- Ensure that Student Affairs reinforces and maintains the school's culture of high academic and behavioral achievement by utilizing the Urban Academy learning philosophy that discipline is an opportunity for learning, growth, and community-building
- Works closely with the Dean of Culture and Student Success Advisor and teachers to ensure a successful student advisory program
- Supervises one Student Success Advisor

### Behavioral Support Services

- Assists staff with behavior management plans for students with chronic discipline problems
- Regularly monitor and measure the impact of the school's relaxation and calmness program

### Parent Engagement & Support

- Assist with school-wide and event supervision
- Design and implement community meetings and celebrations to help build a culture of joyfulness and inclusion with our parents and the Greater Pittsburgh community
- Work with parents, families, and caregivers to build and maintain strong relationships throughout the school year

### SKILLS AND TRAITS

The School Counselor must demonstrate:

- Strong leadership and team-building skills
- Excellent communication skills (written and oral)
- Insistence on academic excellence and rigor at all times
- Alignment with the education philosophy and core beliefs of the Urban Academy
- A philosophy that discipline is an opportunity for learning, growth, and community-building
- Superb organizational, self-management, feedback, and engagement in a process of self-improvement
- Passion and commitment to urban education and our ultimate goal of closing the achievement gap



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## **ORGANIZATIONAL LEADERSHIP**

- Serve as a member of the Urban Academy Administration Team
- Present at board meetings and interact with Board Members as needed
- Help develop short and long-term strategies for the organization.

## **QUALIFICATIONS & SKILLS:**

Data-driven mindset

5+ years teaching experience

Knowledge/experience with computers is required

3+ years' experience in management

Advanced organizational leadership skills

Excellent written, oral, and client-facing communication skills

Such alternatives to the above as the Board may deem appropriate and acceptable

## **EDUCATION and EXPERIENCE:**

To work as a School Counselor at Urban, an individual must be student-focused, possess a Master's degree in School Counseling or a related field, and have an Elementary and Secondary School Counselor (PK-12) certification.

## **URBAN ACADEMY STATEMENT**

Urban Academy will be a POWER model for urban primary education and provide an unprecedented combination of academic excellence, cultural energy, and broad educational access.

## **SALARY**

Salary starting at \$65,000 annually, negotiable commensurate with experience.