

Secondary Guidance Counselor

Employees and volunteers of Twin Peaks Charter Academy work collaboratively to fulfill the Twin Peaks Charter Academy Mission. The items listed in this job description provide structure to the responsibilities and accountabilities for this position. Metrics will be developed for the position based on the description below. Twin Peaks Charter Academy expects to employ professionals who will work beyond job descriptions creating both fulfilling career environment and successful outcomes for our students. Values we hold high include: Responsibility, respect, citizenship, fairness, trustworthiness, and caring and we expect to see them evidenced in our staff, parents, and students.

Role Definition:

The Counselor is responsible for guiding and counseling secondary classes, groups and/or individuals through social/emotional issues and the development of education while focusing on the needs of all students. The Counselor demonstrates evidence-based and data-driven practices in developing and implementing programs for the benefit of all students.

Requirements:

- To be an advocate for all students
- Conduct structured, solution focused and goal-oriented counseling sessions
- Offers assistance to administrators, staff, students, parents and other stakeholders to facilitate the incorporation of the appropriate competencies into the regular education program
- Shows empathy and understanding of students and creates an environment that fosters success of all students
- Facilitates ICAP related tasks that meet the district and state requirements for secondary level students
- Creates opportunities for students to have exposure to college/career related tasks such as college rep. visits, career/college fairs, and college field trips.
- Being committed to higher educational expectations and to sustaining a culture of continuous improvement
- Assist students in various transitions, varying from: home to school, school to school, middle school to high school, high school to college
- Assists Twin Peaks Charter Academy in effective and timely response to crisis
- Communicates with student, parents, teachers, and appropriate staff members through written and electronic means of communication as determined by the school
- Follows policies established by the Twin Peaks Board of Directors, St. Vrain Valley School District, and state mandated school guidelines

Education and Experience:

MA/MS in School Counseling or other relevant field

Possess a valid Colorado license with appropriate endorsement(s)

Demonstrated expertise in various counseling environments