

NEW BEGINNINGS HIGH SCHOOL POSITION DESCRIPTION

Title: Guidance Counselor (Internal title DAP)

Reports to: Director of Academic Affairs

Company Overview

New Beginnings High School (NBHS) is an innovative organization, transforming education through academic and social support services. Our mission is to create the best educational environment for students who are seeking a new beginning. We embrace a customer service philosophy with our students, who attend NBHS by choice. New Beginnings High Schools offer both virtual and brick and mortar options for students.

Position Summary

The Guidance Counselor/Director of Academic Progress promotes academic customer success, provides preventive services, and responds to identified customer needs by implementing a comprehensive plan that addresses progress for all customers. The major function of this role is to ensure that customers are attending school and meeting academic goals and fulfilling all State of Florida graduation requirements.

Key Responsibilities

- Support NBHS by attending community service and outreach activities throughout the year
- Meets with and develops an academic plan and class schedule for every customer upon enrollment based on customer's academic history and other mitigating factors
- Communicates with customers, parents and staff to design an individual academic customer plan that meets the needs of that individual customers with academic planning and monitoring of academic progress
- Supports the academic achievement of all customers, by communicating and advocating with other staff and agencies to insure equity and access to all
- Posts grades to appropriate data base systems
- Understands, evaluates, and interprets all academic performance data including, but not limited to, school, state and national assessments
- Demonstrates that customer learning is their top priority through effective leadership actions that build and support a learning organization focused on customer success
- Responsible for the approval of virtual on-line course requirements and serves as liaison between the school and virtual program
- Effectively manage and delegate tasks and consistently demonstrate fiscal efficiency
- Participates in FTE process by monitoring, documenting, and verifying count of customer attendance
- Trains, supervises, monitors and evaluates the day-to-day activities, assignments, and requirements of the guardian department.
- Works with entire staff in the implementation of dropout prevention strategies
- Works directly with the Director of Academic Affairs and Director of Customer Service on matters of assessment and academic progress
- Formulates proposals for the development and revision of school policies
- Tracks and analyzes current trends in education; and reports its potential impact on the school.
- Serves as liaison between technology and academic progress staff
- Engage in professional development opportunities that improve personal professional practice and align with the needs of the school system
- This role aligns with NBHS mission to support the academic achievement of all students, insuring equity and access to all.

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- This role implements federal, state and local mandates; facilitates the successful transition and progression of students throughout the system; develops and maintains a written plan for effective delivery of the school counseling program, communicating the goals to educational stakeholders.
- Direct services address guidance curriculum, individual student planning, preventive and responsive services.
- This role works with students individually and in groups and provides consultation to teachers and other school personnel regarding students and makes referrals as appropriate.
- Participate in school's RTI process
- Build appropriate frameworks
- Oversee school operations in the absence of the DAA
- All other duties as assigned

Minimum Qualifications

Requirements

- Bachelor's degree from an accredited college or university is required. Master's degree in Guidance/Education preferred.
- Teaching certificate
- Three years' experience working with youth in an educational non-profit capacity.
- One year experience evaluating educational / academic outcomes of youth.
- Considerable experience with various computer skills, and other commercial subjects.
- Considerable experience in responsible secretarial positions; or an equivalent combination of training and experience.
- Excellent written and verbal communication skills
- Background check and fingerprinting clearance
- Knowledge and ability to operate standard office equipment
- Knowledge of applicable computer software and hardware process applications such as spreadsheets, word-processing, database and operating systems, and/or presentation software
- Valid Florida driver's license, reliable transportation, valid automobile insurance

The Guidance Counselor/Director of Academic Progress must demonstrate commitment to the mission and vision of New Beginnings High School by providing world-class academic and guidance support to the customers of NBHS, while working collaboratively with the Principal and other school administration in all their objectives through:

- Adherence to and enforcement of school policies and administrative regulations
- Excellent performance resulting in quality outcomes and internal and external customer satisfaction
- Continuous personal and professional development
- Positive interpersonal relationships with colleagues and customers
- Continuously improve performance through acceptance of evaluation objectives
- Exhibiting the mental/physical ability and stamina to meet essential duties of the position

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Key Competencies

- Adapt to changing work priorities
- Maintain confidentiality
- Exhibit tact and patience
- Perform duties accurately and efficiently
- Work both independently and as a team member with other individuals and organizations
- Prioritize tasks to meet deadlines and commitments in a dynamic, multi-tasking environment
- Set high expectations, contributing positively to NBHS culture
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; and participating in professional societies.
- Demonstrate excellent interpersonal skills and an ability to work with individuals/groups from diverse socio-economic backgrounds
- Demonstrate critical thinking skills
- Demonstrate problem solving skills

Working Conditions

Environment

Requires working indoors or remotely in an environmentally controlled office setting. Requires sitting for the majority of the day. This is a 12 month exempt position that may require travel.

Physical Requirements

Generally, the job requires 40% sitting, 20% walking and 40% standing. Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. The ability to lift, carry, move and/or position objects infrequently weighing up to 50 pounds.

Incumbents may be required to perform any combination of the tasks detailed in this document. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the major job elements.

The New Beginnings High School, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.

Employee Name (print) _____

Employee Signature _____

Date _____

Direct Supervisor / Principal (print) _____

Direct Supervisor / Principal Signature _____

Date _____