**A picture containing text

Description automatically generated**

**Job Posting**

Full-time, Part-time

Aspire Trade High School is currently accepting applications for school counselor for the 2023-2024 school year.

Job expectations include, but are not limited to:

* Develops and manages a comprehensive school counseling program based on the NC Comprehensive School Counseling Standard Course of Study and current individual school data to meet student needs.
* Counsels with students individually and in small groups for specifically identified needs.
* Counsels with parents individually and in small groups, when needed
* Provides scheduled and spontaneous discussions with teachers, administrators, parents and outside agency personnel.
* Advocates for students, parents, and staff.
* Responds to and stabilizes crisis situations on an individual and school-wide basis.
* Implements Aspire Trade High School’s Bullying and Harassment Policy and Procedure.
* Implements Aspire Trade High School’s Attendance Policy.
* Consults and collaborates with other school personnel to support students’ needs.
* Actively participates in the school MTSS process to assist at-risk and underachieving student populations.
* Coordinates 504, McKinney-Vento, and Homebound services where applicable.
* Analyzes and interprets student academic data (EOG, EOC, course selection).
* Coordinates student transitions into new schools.
* Participates in and leads professional development opportunities.

Aspire Trade High School offers a competitive salary that is determined by an individual's education and experience. Full time employees will also be part of the North Carolina State Employees Retirement and Health Care system.

Interested candidates are encouraged to complete an online application and submit the following supporting documents:

* Current resume
* North Carolina Standard Professional II License (K-12) – Level M.
* Professional School Counseling License (NC DPI).Carolina Teaching Certificate (preferred)
* Letters of recommendation

**Job Description**

**School Counselor**

**Who We Are**

This innovative industry specific trade school serving grades 9-12 is a project of Aspire Carolinas Foundation Inc. This school is the only charter model of its kind in North Carolina featuring “hands-on” labs. At this rigorous academic school students will have the ability to earn a diploma AND a trade certificate during their four years. Students will begin trade instruction in their freshman year and will be able to enter an apprenticeship with a local company during their senior year to gain additional experience. Students will have opportunities to explore career options in industry-specific trades like HVAC, plumbing, data science, carpentry, culinary, masonry/ceramic tile, welding/fabrication, medical assistant, and medical coding. We are currently exploring additional career fields, such as, CNC machining, robotics, 3D printing, automotive, and horticulture (commercial greenhouse)/ business hydroponics. Students will have trade instructors that are experts in their industry and will use a curriculum that would lead students towards NC trade certification or licensure if that is available in their chosen field.

Our school welcomes and serves all students in the Charlotte Metro Area. Aspire Trade High School is committed to the idea that all students can learn a trade and create a future for themselves that is full of opportunities. Our students will have the opportunity to be apprentices with our industry partners to come out of high school with both a high school diploma and certification in their chosen trade pathway.

**Position Purpose**

Under the general supervision of the School Principal and their designee(s), school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program addressing academic, career, and social/emotional development for all students. The major functions of the school counselor job description incorporate the North Carolina State Board of Education’s guiding mission that every public school student will graduate from high school globally competitive for work or postsecondary education and prepared for life in the twenty-first century

**Essential Functions**

* Develops and manages a comprehensive school counseling program based on the NC Comprehensive School Counseling Standard Course of Study and current individual school data to meet student needs.
* Counsels with students individually and in small groups for specifically identified needs.
* Counsels with parents individually and in small groups, when needed
* Provides scheduled and spontaneous discussions with teachers, administrators, parents and outside agency personnel.
* Advocates for students, parents, and staff.
* Responds to and stabilizes crisis situations on an individual and school-wide basis.
* Implements Aspire Trade High School’s Bullying and Harassment Policy and Procedure.
* Implements Aspire Trade High School’s Attendance Policy.
* Consults and collaborates with other school personnel to support students’ needs.
* Actively participates in the school MTSS process to assist at-risk and underachieving student populations.
* Coordinates 504, McKinney-Vento, and Homebound services where applicable.
* Analyzes and interprets student academic data (EOG, EOC, course selection).
* Coordinates student transitions into new schools.
* Participates in and leads professional development opportunities.

**Additional Duties**

Performs other related tasks as assigned by the Principal and their designee(s), and as designated by the governing board.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

**Equipment**

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone.

**Travel Requirements**

Travels to professional meetings and school events as required.

**Knowledge, Skills and Abilities**

* Ability to prepare, read, and comprehend a variety of job-related forms, reports, spreadsheets, maps, plans, records, documentation, and correspondence in all languages required by the job.
* Ability to speak to individuals or groups of people with poise, voice control, and confidence.
* Ability to respond adequately to inquiries or complaints.
* Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
* Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form.
* Ability to deal with people beyond giving and receiving instructions.
* Ability to perform under stress, deal with persons acting under stress, and adapt when confronted with emergency situations.
* Ability to maintain proper professional conduct.
* Ability to keep in confidence all personal, student or personnel records, and information.

**Physical and Mental Demands, Work Hazards**

Works in standard office and school building environments.

**Qualifications Profile**

**Certification/License**

* North Carolina Standard Professional II License (K-12) – Level M.
* Professional School Counseling License (NC DPI).

**FLSA Status**

Exempt

**Compensation**

Aspire Trade High School offers a competitive salary that is determined by an individual's education and experience. Full time employees will also be part of the North Carolina State Employees Retirement and Health Care system.

**Evaluation**

The performance of this job will be evaluated in accordance with the provision of the Board of Directors’ policy on the evaluation of certified personnel.

Aspire Trade High School is an equal opportunity employer.

DISCLAIMER: This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.