

York Adams Academy

POSITION: Secondary School Counselor

JOB DESCRIPTION - This is a professional certified position that reports to the director. The successful candidate will work one night a week for up to four hours. The hourly rate for this position is \$36.38.

DUTIES AND RESPONSIBILITIES-

1. Coordinate and supervise the school's Career Awareness course. Assist students in identifying short and long range occupational/career goals and implementing a course of action toward goal attainment
2. Provide to students postsecondary and career counseling and postsecondary resources and materials, including financial aid information; assist students in initiating and completing the postsecondary application process
3. Coordinate and supervise the school's Career Internship course.
4. Provide individual work related skills counseling, accessibility to resources and data specific to local and state job markets, referral to community work related agencies and follow-up
5. Perform other tasks reasonably related to the counseling and support service of students as designated by the director

QUALIFICATIONS

1. Bachelor's degree or higher from an accredited institution
2. Valid PA Secondary School Counselor Certificate

APPLICATION PROCESS-

Submit the following documents:

Letter of Interest
Resume
References
Copy of PA School Counseling Certificate
Copy of Current Clearances (Less than 1 year old)
Act 114-FBI Fingerprinting and Criminal History
Act 34-PA State Police Criminal History
Act 151-Child Abuse

Mail Employment Documents to:

Christopher Fultz-Director
York Adams Academy
300 East 7th Avenue
Suite 500
York, PA 17404

Or

Email to: cfultz@yorkadamsacademy.org