

## York Adams Academy

POSITION: SECONDARY SCHOOL COUNSELOR

TERM: 193 Days/per year (3.4 hours a day)

EMPLOYEE STATUS - This is a professional certified position.

JOB DESCRIPTION - This position is directly responsible to the Director. The position does not include supervision of any other professional employee. The primary function is to provide direct services to high school students.

### DUTIES AND RESPONSIBILITIES-

1. Assist students in developing effective problem-solving skills essential to resolving mental health issues which interfere with their educational achievement.
2. Provide individual counseling to students and their families
3. Provide personal crisis counseling on an as needed basis; assist students in developing coping skills and implementing realistic intervention strategies
4. Consult and collaborate with community service providers; perform referral and follow-up activities on an as needed basis
5. Conduct student entrance testing using The Test of Adult Basic Education (TABE)
6. Conduct orientation with newly enrolled students
7. Coordinate and supervise the school's Career Awareness and Exploration course. Assist students in identifying short and long range occupational/career goals and implementing a course of action toward goal attainment
8. 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
9. 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
10. 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](mailto:cfultz@yorkadamsacademy.org)