

Date Posted: 04/29/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Student Support Counselor

Employer/Agency: Yes Prep Public Schools

Job Description: **JOB GOAL:** Assist in creating a strong school culture founded on the YES Prep "Thinks and Acts" and dedicated to honoring and nurturing every YES Prep student. Promote and support all students' academic, emotional, and social potential through group and individual interactions. Act as a resource for teachers, administrators, parents and students. Employ both prevention and intervention strategies to ensure that all YES Prep students are able to complete the rigorous college prep program.

MAJOR PERFORMANCE RESPONSIBILITIES AND DUTIES:

Organizational Management and Communication:

- (1) Assist in and provide input to determine strategic objectives for YES Prep as they relate to the implementation of the academic and cultural program at that campus;
- (2) Maintain a close working relationship with campus-based and district-level administrators to ensure information exchange, coordination of efforts, and general support for the student support program at that campus and across the district;
- (3) Report on the status of student support programs for that campus at the request of the School Director or Chief Program and People Officer;
- (4) Assist the school leadership in developing procedures for crisis management for that campus
- (5) Communicate with the staff and parents regularly about student support programs;
- (6) Provide leadership as a member of a collaborative team to ensure that student support initiatives are

student focused and aligned with the district's mission and beliefs and school goals and improvement plans; as appropriate, serve as member of both the Positive Behavior Supports (PBS) and Student Assistance Team (SAT) groups; and

(7) Exercise proactive leadership in promoting the vision and mission of the district and campus to the staff, student, parents, and outside community.

Student Support Programming:

(1) Provide direct services to students and families through individual support;

(2) Provide services to students and their families through group support and referrals to appropriate outside agencies;

(3) Coordinate and consult with grade level teams and departments to address and advise on individual student issues;

(4) Coordinate and collaborate with community agencies as appropriate to provide support to individual students;

(5) Provide crisis counseling and consultation as needed;

(6) Coordinate the collection of at-risk data each semester and ensure that students labeled At Risk receive appropriate school services and interventions

(7) Recommend improvements in the design and implementation of the YES Prep program based on research and student achievement data.

Community and Culture Development:

(1) Initiate new programs and support existing programs (e.g. PALs) that facilitate a positive, caring school culture;

(2) Coordinate and consult with various school teams to address and advise on programming to strengthen culture (internal campus programming);

(3) Coordinate and collaborate with community agencies as appropriate to provide programming and presentations for the campus (external campus programming);

(4) Organize opportunities for parents to become involved with the school, in coordination with appropriate campus administration;

- (5) Work with the school health teacher to prepare and deliver lessons on such topics as healthy decision-making, mental health, and social and emotional development; and
- (6) Assist in the development of Advisory lessons.

Compliance and Reporting:

- (1) Ensure proper reporting to Child Protective Services;
- (2) Oversee state and federally mandated programs including At-Risk, 100% Campaign, and Homeless Education to coordinate services for students in need of additional support;
- (3) Develop and reinforce a systematic process for student referrals and record-keeping;
- (4) Meet appropriate timelines / deadlines for reporting information to state and federal agencies; and
- (5) Ensure that all parent interactions, including individual meetings and formal parent programming, are documented to comply with Title I and other state and federal initiatives.

Professional Growth and Development:

- (1) Demonstrate current knowledge, understanding, and skill in both individual student support and group facilitation;
- (2) Keep well informed about current state and national trends in mental health, school health, social work, and wellness issues;
- (3) Assist in planning and delivering training modules and staff development workshops on student support issues to campus teachers during beginning-of-year in-service days as well as select professional development (both full and early dismissal) days throughout the school year;
- (4) Participate in workshops, seminars, and conferences to enhance knowledge and skills and further develop school goals and personnel; and
- (5) Attend meetings and conferences which promote professional growth and will benefit the campus and district.

- Other(1) Complete Home Visits for incoming students to YES Prep in the spring of each school year;
- (2) Assist in compiling and analyzing student attrition,

retention, and persistence data;
(3) Perform other duties as assigned by School Director.

Qualifications:

Education/Certification: Bachelor's Degree from an accredited educational institution.
Master's degree in Social Work
Hold (or be eligible for) an LMSW or appropriate state licensure

Experience: At least two years of previous counseling required.

Special Knowledge/Skills:

- (1) Knowledge of child and adolescent development models;
- (2) Knowledge of mental health issues and service provider resources;
- (3) Knowledge of state and federal guidelines for identifying and reporting At-Risk students;
- (4) Knowledge of crisis management procedures;
- (5) Knowledge of current educational trends, methods, research, and technology;
- (6) Excellent communication, public relations, and interpersonal skills;
- (7) Ability to interpret and implement laws, rules, and policies;
- (8) Ability to exercise excellent judgment in decision-making;
- (9) Ability to facilitate various size groups using facilitative leadership skills;
- (10) Ability to work collaboratively with others;
- (11) Ability to gather data, compile information, and prepare reports;
- (12) Skills in written and oral communication, planning, and organization;
- (13) Ability to meet deadlines under pressure; and
- (14) Ability to analyze data in order to make improvement recommendations.

Salary/Hours:

Follows the YES Prep classroom teacher salary schedule, adjusted for additional 20 days of service

Employer/Agency:

Yes Prep Public Schools

Address:

6201 Bonhomme Rd., Suite 168-N

City, State, Zip:

Houston, TX 77036

Application Method: Apply online at
<https://yesprep.schoolrecruiter.net/viewjob.aspx?jobid=57#aTopOfApplicantTabs>

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***