

Date Posted: 12/16/2011

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

**JOB OPPORTUNITY POSTING**

**Job Title:** Student Support Counselor

**Employer/ Agency:** YES Prep Public Schools

**Job Description:** 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.

**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 counseling programs for that campus at the request of the School Director, Senior Vice President of Program and People or Director of Student Support Counseling Services
- (4) Meet with Director of Student Support Counseling Services on a regularly scheduled basis to discuss status of Student Support Counseling campus program
- (5) Assist the school leadership in implementing procedures for crisis management for that campus;
- (6) Communicate with the staff and parents regularly about student support counseling programs;
- (7) Provide leadership, as a member of a collaborative team, to ensure that student support counseling and student support initiatives are student focused and aligned with the system’s mission and beliefs and school goals and improvement plans including sitting on campus Intervention Team.
- (8) 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; conduct home visits as needed
- (2) Provide services to students and their families through group support and referrals to appropriate outside agencies;
- (3) Coordinate and consult with Dean/Principal and grade level teams to address and advise on all tiers of student issues and concerns
- (4) Coordinate and consult with Special Education and College Counseling team as appropriate
- (5) attend and participate in ARD meetings as necessary;
- (6) Develop counseling IEP's as necessary
- (7) Provide counseling as a related service to identified students in special education
- (8) Coordinate and collaborate with community agencies as appropriate
- (9) Provide crisis counseling and consultation as needed;
- (10) Ensure that students labeled "At-Risk" receive appropriate school services and interventions; ensure timely identification, assessment, intervention plan development and monitoring of all non-academic at-risk students;
- (11) Responsible for all non-academic at-risk reporting to appropriate parties
- (12) 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 evidenced based 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) Work with the school health teacher or appropriate school personnel to prepare and deliver lessons on such topics as healthy decision-making, mental health, and social and emotional development; and
- (5) Assist in the development of advisory lessons or other programming that addresses the social/emotional concerns of students

### **Compliance and Reporting**

- (1) Facilitate staff trainings on abuse/neglect identification and reporting to Child Protective Services; oversees and maintains reporting logs and appropriate reporting to district personnel
- (2) Oversees state and federally mandated campus at-risk program 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

**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.
- (6) Maintain state licensure or certification

**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.

**SUPERVISORY RESPONSIBILITIES:**

- (1) May supervise interns

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree from an accredited educational institution.
- Master's degree in Social Work or School Counseling
- Hold (or be eligible for) an LMSW or School Counseling certification

**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:** \$46,000.00-\$56,000.00  
12 month work year

**Contact Person:** Hope Pacheco

**Application Method:** Email [Hope.Pacheco@yesprep.org](mailto:Hope.Pacheco@yesprep.org)

**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 [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity. Thank you***