

Lee-Scott Academy

Counselor

Job Description

The Counselor reports directly to the Head of School and Lower School principal. Responsibilities include but are not limited to the following:

Counseling/Guidance

- Conducts bi-weekly whole group and small group guidance sessions aligned with LSA Mission and Christian principles to students in Prek-6th grade as directed by the principal.
- Meet 1:1 with students as requested by students, teachers, parents and/or administration for counseling sessions.
- Builds relationships with colleagues, parents and students for optimum functionality
- Conducts orientation meetings with new students
- Serves as a resource to teachers and families
- Creates innovative programs to involve families and parent training sessions on topics of interest coordinated with the principal

Records/PowerSchool

- Is responsible for creating and maintaining accurate student records
- Assists with the development of accurate progress reports, report cards and permanent records
- Effectively communicates with all stakeholders
 - o creates publications to communicate with families
 - o contributes to grade level information as a communication tool
 - o submits information for social media to highlight elements of the guidance program

Testing

- Assists in interpreting standardized test results
- Assists in all testing programs and compiles and disseminates test results to appropriate personnel, students and parents/guardians

Other Administrative Duties

- Assists the administration with implementation of the student dress code
- Conducts and facilitates conferences with teachers, students and parents/guardians
- Maintains confidentiality
- Sponsors clubs, attends professional development and assists in all duties of regular teacher
- Keeps informed of current professional trends
- Assist in special events hosted by the school
- Serves as a member of the Collaborative Instructional Team (CIT)
- Supports the Mission of Lee-Scott Academy
- Attends after school events
- Other duties requested by the Head of School and/or principal