



PUTNAM

SCIENCE ACADEMY

Job Title: Guidance Counselor

Position Type: 10 month employee (With Flex 40 Hours in the Summer)

Hours: During the academic year 8am to 4pm; The Guidance Counselor will work three days after students leave for winter break and then return to the office three days before the start of the Spring Semester; They will also follow the student break schedule for additional days off (i.e. spring break). The Guidance Counselor will also work two weeks before academic classes begin in the fall semester and two weeks after academic classes end in the spring semester. Plus an additional 40 hour during the summer months.

General Job Description:

The Guidance Counselor will report directly to the Assistant Head of School for Academics. In collaboration and consultation with the Assistant Head of School for Academics, the Guidance Counselor will work with students outside of the classroom, helping them properly manage stress, social pressures, and/or family life, not only for their overall wellness, but also to help them fulfill their academic potential at PSA. The Guidance Counselor will play a critical role towards helping each student fulfill and embrace the mission of Putnam Science Academy. They will also assist students with their college search process. During the summer hours guidance will work directly with admissions to help approve students for Putnam Science Academy.

Responsibilities:

Guidance Counselor responsibilities include, but are not limited to:

- Implement and oversee a guidance program that, first and foremost, provides students the opportunity to have questions or concerns addressed in a “safe space;”
- Assist school administrators and educators with planning and carrying out school-related programs and events;
- Analyze student performance in order to continually help students reach their academic potential;

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- Discover each student's undergraduate and career aspirations that students have in order to better address their goals;
- Help students develop an academic plan of study in accordance with their skills, talents and strengths;
- Create academic schedules and long term academic and graduation plans for students;
- Counsel students who have discipline, attendance and academic problems and are referred by teachers, parents, or administrators
- Insure that students are aware of requirements for graduation and college admission, as well as any NCAA requirements that may be necessary for athletic participation at the collegiate level;
- Help students develop post-secondary educational plans in accordance with their interests, abilities and career paths;
- Assist students with the completion of college applications for admission;
- Work collaboratively with the Assistant Head of School for Academics to facilitate all forms of standardized testing (i.e. SATs, PSATs, ACTs APs, TOEFLs, etc).
- Organize and promote standardized assessment opportunities and interpreting test results to students and/or parents on request;
- Assist the Administration in the preparation of diploma lists and identification of honor level graduates in preparation for Graduation;
- Assure that appropriate, accurate information is maintained in each student's permanent, cumulative record;
- Create and oversee IEP and Section 504 plans as needed;
- Active participation in Special Education meetings as needed;
- Conference with students who have experienced a special circumstance such as a death in the family or a serious illness and will serve as the point person to communicate additional information to teachers;
- Work with teachers to better help them understand students with physical or emotional challenges;
- Refer students and parents/guardians to appropriate school and community resources for assistance;
- Work collaboratively with the school nurse and other supportive staff;
- Communicate with teachers, parents, and administrators on an ongoing basis about behavioral and academic problems;
- Conduct midterm reports and create an academic success plan for students struggling

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- Plan and/or promote programs which enhance the academic, social or emotional growth of students, e.g., Curriculum Fair, Career Fair, Yearbook, etc.;
- Provide information on opportunities for students such as scholarship opportunities, summer employment, or internships;
- Organize and plan informational programs for parents;
- Continually evaluate and revise the guidance and counseling program at PSA;
- Identify and utilize professional growth and development opportunities;
- Maintain high standards of professional behavior towards colleagues, students and parents;
- Other duties as assigned by the administration.

Qualifications:

- Bachelor degree required (masters in related field preferred)
- Previous experience using PowerSchool highly preferred
- 3-5 years of experience working in a school counseling setting
- Ability to work in a fast paced environment and willingness to adapt quickly

Community Standards:

- To be a role model for students;
- Develop a relationship with students which is professional, firm, caring and friendly;
- Maintain an appropriate and professional distance with students in informal situations;
- Be friendly, helpful and welcoming to parents and others visiting or making contact with PSA

Benefits: (For Full Time Employment)

- Salary based on prior experience and background
- Medical Insurance
- Vision Insurance
- Dental Insurance
- 6 Paid time off days
- 3 Sick days
- Bereavement

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