

Position Title:

Virtual Counselor

Supervisor:

Virtual Education Principal

Purpose: To provide individual and group support for all students enrolled in the charter school along with helping them prepare for academic achievement, career readiness and developing personal and social competencies through a comprehensive, preventive and developmental counseling program. To support families in their transition to the online learning environment and help facilitate the communication between school and home.

Duties:

- In person and online Mental Health/Career Counseling for virtual students
- Develop positive relationships with students and families
- Help maintain social media accounts
- Provide group counseling opportunities
- Be prepared to provide responsive services (crisis/ grief) & referrals
- Develop and provide classroom guidance
- 504 creation and modifications for online students
- Set-up, facilitation and proctoring of all mandated testing
- Handle registration and scheduling after initial contact by Virtual Principal
- Develop Academic Personal Learning Plans (PLP) and Academic Career Plans (ACP) for all virtual students 6th-12th grade
- Weekly monitoring of at-risk students to make sure they are on track
- Provide on-site academic staffing/support at Virtual Learning Center
- Work with in-district part-time virtual students for scheduling and progress monitoring
- Work with Virtual Principal and Alt Ed Coordinator in program development
- Work with other building counselors to ensure all students are benefiting from the comprehensive school counseling model.
- Consult/collaborate with virtual teaching staff in regard to students who need support
- Data collection & analysis to improve student success
- Provide transition services for charter students
- Collaboration with stakeholders for student success

Skills:

- Integrity and professionalism
- Advocacy skills
- Ability to respond effectively to the needs of a diverse student pool

- Working knowledge of various counseling models, practices and resources
- Engaging interpersonal skills and excellent communication skills
- Ability to collect and analyze data

Job Description Approved: October 17, 2019