



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN,
PRESIDENT & CEO**

BOARD OF TRUSTEES

Dr. Ed González, Chair
Keshia Thomas, Vice Chair
Dr. Bard De Vore
Dr. Brad Huff
Ruth F. Quinto, CPA
Scott Barton
Isaiah Green

Golden Charter Academy
1626 W Princeton Ave
Fresno, CA 93705
(559) 293-3157
info@goldencharteracademy.org

School Counselor

Department: Certificated Non-Instructional
Supervisor: Principal
Status: Full-Time, Exempt
Salary: Begins at \$54,000 – \$93,635 (Based on Salary Scale)
Reporting Days: 184 (Start 8/1 /2022 – 5/26/2023 Stop)
Hours: Monday – Friday, 7:00 a.m. – 4:00 p.m.

The School Counselor is passionate about preparing our students to be successful in school and inspiring powerful young minds through stewardship, equity, and access.

To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Provides high-quality educational and recreational opportunities and enjoyable experiences for our students. The Campus Coordinator will also assist in the establishment and implementation of appropriate school-wide behavior and assist students to access all aspects of the educational environment of GCA and the community.

RESPONSIBILITIES

The following is a list of duties that are representative of the position and include but are not limited to:

- Align counselor duties to the ASCA national model
- Maintain high expectations for all students and a deep belief that all students can learn
- Help students attain an optimum level of personal and social adjustment
- Consult with families, teachers, administrators, and supporting agencies concerning the needs and abilities of students
- Assist teachers with the implementation of students' academic plans by providing positive learning experiences including classroom instruction, group and one-on-one tutoring and monitoring student progress
- Work with individual students or small groups of students to reinforce learning of materials and/or skills introduced and outlined by teaching staff
- Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by teaching staff



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN,
PRESIDENT & CEO**

BOARD OF TRUSTEES

Dr. Ed González, Chair
Keshia Thomas, Vice Chair
Dr. Bard De Vore
Dr. Brad Huff
Ruth F. Quinto, CPA
Scott Barton
Isaiah Green

Golden Charter Academy
1626 W Princeton Ave
Fresno, CA 93705
(559) 293-3157
info@goldencharteracademy.org

- Provide support for students inside and outside the classroom to enable them to fully participate in activities (e.g. lunch periods, nutrition breaks, play periods and field experiences)
- When requested, serves as a resource person and/or lead to various teams (e.g. SST, IEP, Title 1, 504, ELD)
- Provide individual counseling and group guidance to help students cope effectively with personal, social, academic, career, and family concern
- Attend necessary training sessions associated with individual students as required by student learning plans (e.g. IEPs, 504s, etc.)
- Update and maintain confidential student records for academic planning
- Assist with the activities of school programming and ensure that all activities conform to school guidelines
- Communicate effectively with all educational partners of the school community
- Collaborate and develop professional learning opportunities for faculty and staff
- Assist with enrollment & community outreach and in the continuous program of student and family onboarding and orientation to GCA program
- Motivate students & families through effective communication and evaluative feedback
- Work effectively with community organizations
- Attend and assist, when necessary, with school events such as enrichment programs, student recognition ceremonies, culmination, open house
- Support the value of education
- Support and model a personal code of ethics aligned with GCA Mission and Vision
- Other duties as assigned by the principal, or other Administrative Staff

REQUIRED SKILLS AND ABILITIES

- Demonstrates an understanding, patient, and receptive attitude towards students of various age groups, temperaments, and abilities (particularly those exhibiting specialized needs)
- Reacts to change productively and handle other tasks as assigned
- Exhibit ability to handle confidential information and materials
- Ability to work collaboratively with colleagues and administrators
- Commitment to the success of all students and the GCA mission, vision, and values
- Bilingual preferred

EDUCATION AND EXPERIENCE

- Master's degree in counseling
- PPS credential required
- ASCA membership preferred



GOLDEN

CHARTER ACADEMY

GOLDEN CHARTER ACADEMY PUBLIC CHARTER SCHOOL

**ROBERT GOLDEN,
PRESIDENT & CEO**

BOARD OF TRUSTEES

*Dr. Ed González, Chair
Keshia Thomas, Vice Chair
Dr. Bard De Vore
Dr. Brad Huff
Ruth F. Quinto, CPA
Scott Barton
Isaiah Green*

*Golden Charter Academy
1626 W Princeton Ave
Fresno, CA 93705
(559) 293-3157
info@goldencharteracademy.org*

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- This job primarily operates on a school site and in classrooms, and utilizes typical office equipment (computers, phones, photocopiers, etc.).
- Physical demands include positioning to lift (should be able to lift up to 30 pounds to waist high), carry, push, and/or pull, kneel, stoop, crouch and bend.
- Generally, the job is 60% Stationary and 40% moving/traversing. Travel required for visits to other local school sites or the Home Office (as needed).
- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. GCA does not discriminate against individuals because of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. GCA complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability.