



Support Counselor

Job Description

Reports To:	Elementary Principal
FLSA Status:	Non-Exempt
School Classification:	Certificated
Pay Range:	Certificated Pupil Support Salary Schedule
Work Schedule:	11 Months
Location:	Remote Office

POSITION SUMMARY:

The Support Counselor provides direct support to teachers, parents, and students so that they will maintain mental wellness in order to successfully and confidently navigate their academic journey at Excel Academy. The Support Counselor will support the Elementary departments in delivering social and emotional learning programming to students along with creating exposure opportunities to future career and education options. This individual will provide counseling as assigned, while supporting the crisis team and monthly initiatives.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Qualifications:

- Bachelor's Degree
- PPS Credential
- Two (2) years directly related experience is preferred
- Hold and maintain a valid California Driver's License; proof of automobile insurance; and full time use of a dependable automobile that is insured pursuant to California regulations.

State and Federally Mandated Qualifications:

- A valid, current, and appropriate California state teaching credential for teaching staff. A copy of Teaching Credential to be provided and kept current
- State and federal background clearance (LiveScan) to work with students (Education Code Section 44237). No prospective employee can report to work without this clearance being received and Human Resources notifying the immediate supervisor of this clearance.
- Proof of a clear TB test dated within the last 60 days (Education Code Section 49406) upon employment and thereafter updated every four years.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Provides and guides weekly Social and Emotional Learning (SEL) support classes for students K-6 and teachers when applicable.
- Attends SSTs, 504s, and IEPs upon request.
- Provides 1:1 counseling when assigned.
- Provides workshops to support trending issues in student populations (ie: text anxiety, social anxiety, organizational skills etc...)
- Create and distribute at home materials and activities parents can participate in with students that correspond with the monthly issue initiatives (ie: Suicide Prevention Month in september, Red Ribbon Week in October etc...)
- Provide parent education on trending topics and monthly initiatives.
- Assists in preparing and educating parents and students for the requirements of higher education and High School pathways available through Excel Academy.
- Assists with and coordinates meetings for students who are not meeting the attendance requirements of the school; creates support tools specifically for students who are not meeting the attendance requirements of the school to be shared at the meetings.
- Develops Elementary level college and career readiness exposure campaigns.
- Develops, communicates, and implements the vision for the guidance department that aligns with the school's vision and priorities.
- In collaboration with the Secondary School Counseling Department, develops a year-long college and career exposure student support plan. This includes but is not limited to hosting workshops, training teachers, creating and posting flyers, and maintaining a college and career online presence.
- Attends and participates in weekly office hours and regular department meetings

OTHER DUTIES:

Any an all other duties assigned by the supervisor including but not limited to:

- Document and report to the school's management all formal disciplinary actions involving students; supporting management with addressing and resolving complaints from students and parents in a timely manner; ensuring compliance with the provisions of California Penal Code Section 11166 (Child Abuse and Neglect Reporting Act).
- Respond to all school related written correspondence, phone calls, voicemails, and emails within 2 business days.
- Represent the school at community events.
- Supports testing sites as needed during the testing season
- Attend professional development

ABILITIES:

- Complies with all Excel Academy Policies and Procedures as outlined in Employee Handbook and all other formal Excel Academy Policy and Procedure documents.
- Travel as required
- Ability to work overtime as assigned if applicable
- Proficient in utilizing information databases such as Google, Microsoft Office applications and a variety of web-based applications.

PHYSICAL AND ENVIRONMENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time
- Lifting objects up to 25 pounds with or without assistance
- Noise level is generally moderate
- Meetings conducted in public and private settings
- Indoor and outdoor in varying temperatures
- Employee must have available transportation and be able to drive up to 100 miles in a day

Employee Acknowledgement:

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Employee Signature

Printed Name

Date