

Job Description – Licensed Guidance Counselor

Department	College Prep Institute
Job Title	Licensed Guidance Counselor
Reports to	Director of College Prep Institute

Travel Required <input checked="" type="checkbox"/> Local	Type of position: <input checked="" type="checkbox"/> Full-time	40 hours per week <input checked="" type="checkbox"/> Exempt
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GENERAL POSITION DESCRIPTION

Provides students, parents and adult learners with personal, college academic and career counseling to further their goals of obtaining a post secondary education. Responsibilities include, helping students evaluate their abilities, interests, talents, and personalities to develop realistic academic and career goals; advising students regarding college majors, admission requirements, entrance exams, financial aid, trade or technical schools, and apprenticeship programs; helping students develop job search skills; supporting personal development and overall life skills needed to achieve desired goals. Counselor will utilize professional skills and knowledge to further the mission of CPI and increase awareness of CLD resources. Responsibilities will also include program coordination and management as it relates directly ties to high school and college readiness. Additionally, counselor is expected to assist with the management and operation of the College Prep Institute Resource Center, which also includes data tracking and data management, writing reports and other related duties as assigned. Counseling hours are ongoing and fluid, occurring evenings and weekends as needed.

ROLES & RESPONSIBILITIES

- Conducts “intake” interviews with youth, parents and other adults who visit CPI. Evaluates their needs to determine appropriate CPI counseling and referral services related to academic, college and career planning, implementation and success.
- Counsels students regarding educational issues, such as course and program selection, class scheduling and registration, school adjustment, truancy, study habits and career planning.
- Counsels individuals to help build academic skills, establish the value of education and create an understanding of how to overcome personal, social or behavioral problems affecting their educational or vocational studies.
- Teaches study skills and other positive habits to enhance academic success.
- Guides students in college searches and financial aid and scholarship processes.
- Confers with parents or guardians, teachers, administrators and other professionals to discuss students’ progress, and to prioritize actions needed to resolve behavioral, academic and other problems.
- Provides crisis intervention to students when difficult situations occur at school.
- Collects and maintains accurate student records from students’ school and CPI to track students’ progress and to help determine future services.
- Evaluates students’ or individuals’ abilities, interest and personality characteristics using tests, records, interviews or professional sources.
- Refers students to community resources to address students’ special needs, such as addiction

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counseling or conflict resolution training.

- Schedules and conducts seminars for CLD participants and other youth to inform them of CPI resources.
- Collaborates with other youth development organizations to assist students in academic, college and career success. Establishes formal partnerships to accomplish mutual objectives.
- Performs other duties as assigned.

WORK EXPERIENCE REQUIREMENT

2-5 years experience in Academic Guidance Counseling, especially in areas of college readiness and college admissions

Proven record of providing students and parents with resources and knowledge to graduate from high school, along with enrolling, matriculating and graduating from a post-secondary institution.

Successful Program Management skills

PREFERRED SKILLS

- Knowledge of human behavior and performance, individual differences in ability, personality and interest, learning and motivation, psychological research methods and the assessment and treatment of individuals to achieve mutually determined goals.
- Knowledge of principles, methods and procedures for diagnosis, treatment and rehabilitation of individual obstacles to academic and career success, and for career counseling and guidance.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.
- Active listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Communication – Writing or talking to others to convey information efficiently.
- Technology - Knowledge of and ability to use technology, such as databases, computerized testing and counseling software, assist in collecting, recording, analyzing and reporting relevant information.
- Strong written and verbal communication skills.
- Strong organizational skills.
- Effective time management skills.
- Ability to multi-task, working independently or collaboratively.
- Ability to interact successfully with parents, youth, volunteers from diverse cultural and socio-economic backgrounds.

EDUCATION and/or CERTIFICATION REQUIREMENTS

Candidate **must** hold a master's degree in school counseling from an accredited college or university; meet certification requirements for a school counselor from the Indiana Department of Education and 2-5 years experience.

Send cover letter, resume and salary expectations to: Gail Bradford, CPA at gbradford@cldinc.org. Visit our website at www.cldinc.org for more information about our organization.