

**FLAGSTAFF ARTS AND LEADERSHIP ACADEMY  
JOB DESCRIPTION**

**POSITION/TITLE:** Counselor/Academic Coach  
**TERMS OF EMPLOYMENT:** To Be Determined  
**FLSA STATUS:** Exempt  
**BENEFITS:** To Be Determined

**QUALIFICATIONS:**

1. Master's Degree preferred
2. A valid Counselor Certificate preferred
3. 3 years experience in charter/public schools in student services preferred.
4. and/or demonstrated experience equivalent to above qualifications

**JOB GOAL:** To help students by promoting the educational development of each student by leading a student services program that assists students to overcome problems that impede learning, assist students in making educational, occupational, and life plans that lead to personal fulfillment as mature and responsible men and women.

**DUTIES AND RESPONSIBILITIES:**

1. Aids students in course subject selection.
2. Assists in the development and implementation of the Course Description Handbook, defining a course of study or each content area that leads to college and career readiness.
3. Obtains and disseminates occupational information to students and to classes studying occupations.
4. Directs a program to help students evaluate career interests and choices.
5. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving occupational plans based on this evaluation. (ECAP)
6. Plans guidance field trips to schools, colleges and industry for interested students.
7. Guides students in their participation in school and community activities.
8. Organizes and conducts annual "Career Day"
9. Works to discover and develop special abilities of students.
10. Works to resolve student's educational handicaps.
11. Works to prevent students from dropping out of school.
12. Registers students new to the school and orients them to school procedures and the school's varied opportunities.
13. Remains available to students so as to provide counseling that will lead each students to increased personal growth, self-understanding and maturity.
14. Works with students on an individual basis in the solution of personal problems such as home and family relations, health and emotional adjustment.
15. Counsels students and parents with respect to attendance, behavior, attitudes, probation and/or suspension procedures when necessary to reduce or eliminate unacceptable behavior.
16. Plans and implements an effective attendance program that recognizes students for meeting attendance standards.
17. Directs and implements a case study program for students including the identification, follow-up, and referral of students with problems related to attendance, mental health, and learning issues.
18. Directs and implements a layered intervention program for students who need additional support to be successful in school.

19. Collaborates with teachers, Dean, and other school personnel in sharing information and understanding about a student to plan for modification of the student's behavior.
20. Oversees the evaluation and interpretation of the educational progress of students.
21. Directs the planning and implementation of the school wide assessment program.
22. Conducts a continuing study of dropouts and graduates, analyzes and implements plans to increase student retention.
23. Conducts in-service workshops and training and development programs for the Academy.
24. Coordinates referrals to Academy and community resources.
25. Explains and interprets Academy policies to students, staff, and community.
26. Establishes effective liaison with the various offices and agencies within the community that may provide specialized or professional help to students and their parents, and serves as the referral agent to those offices and agencies.
27. Performs other duties as assigned.

**To Apply:** Send cover letter, resume and evidence of qualifications to the FALA Dean of Academy, Deidre E. Crawley, [dcrawley@flagarts.com](mailto:dcrawley@flagarts.com)