



NOTICE OF JOB VACANCY

Posting Number: 49-2017
Date Posted: 8 December 2017
Job Title: Counselor
Locations: P.O.I.N.T.E. Academy
461 Donald Street, Mobile AL 36617
Hours: Full Time
Academic Year: Monday - Friday 7:30 a.m. to 3:30 p.m. - 30 min break
Summers: Generally 25 hrs. /wk. Monday - Friday 7:30 a.m. to 12:30 p.m.

Beginning Annual Salary: \$35,000

This position is exempt from the Fair Labor Standards Act.

P.O.I.N.T.E. Academy, an alternative school founded in 1998, offers each student a fresh opportunity to succeed and become a productive member of society. P.O.I.N.T.E. implements a curriculum designed to provide a quality education and promote the development of positive coping skills crucial to meeting the many challenges young people face today.

KEY ROLES (Essential Job Responsibilities):

1. Counsel students individually regarding academic performance and behavior.
2. Conduct small group counseling addressing issues pertinent to today's youth as a means of facilitating social and peer interactions and communication between students and staff.
3. Determine the level of academic progress for all students.
4. Schedule parent meetings/conferences as requested or as needed.
5. Serve as the administrator of required standardized tests, including TABE, ACT, and any other non-classroom test. Maintain test results and forward to schools, students and probation officers.
6. Analyze transcripts, including Special Education records, and consult with parents/probation officers and previous school officials to determine the appropriate curriculum for students.
7. Prepare student class schedules.
8. Prepare an Academic Profile worksheet for each student.
9. Process incoming student grades for transcripts.
10. Correspond with county and state schools, private colleges and trade schools, mental health and drug addiction facilities, juvenile probation and police officers and other law enforcement officials, GED program officials, and any other organizations whose assistance may be needed.

11. Coordinate with federal programs to complete requested information, documentation and other student data accurately and in a timely manner.
12. Follow state guidelines concerning student transitions from one institution to another.
13. Provide education records and placement to probation officers as part of the transition team.
14. Protect sensitive information concerning student records contained in computer and hardcopy files.
15. Lead or assist the Problem Solving Team to acquire the necessary data to ensure each student's academic and behavioral needs are met.
16. Attend workshops/in-services provided by the school district for counselors to maintain current knowledge of protocols involving student interventions. (Suicide protocols, etc.)
17. Share all changes in student protocol information with the staff of the Strickland Youth Center.
18. Abide by organization policies and procedures and work to achieve mission goals...
19. Obey school safety policies and procedures for the staff and students.

RELATIONSHIPS

- 1) **Internal:** Maintain close contact with supervisors, co-workers and students. Communication must be polite, helpful, courteous, etc.
- 2) **External:** Maintain contact with parents/guardians, probation officers, officials from other schools and support organizations. Communication must be polite, helpful, courteous, etc.

QUALIFICATIONS

Education:

Master's Degree in Secondary Education Counseling

Experience:

- 1) Experience in counseling at a high school level, including knowledge of credits and graduation requirements is preferred.
- 2) Effective communication, planning and organizational skills and demonstrated ability to work harmoniously with others.
- 3) Proficient computer skills to include: Microsoft Office Word (familiarity MS EXCEL and iNOW office programs preferred); disciplined to work independently.
- 4) Effective one-on-one and small group communication skills.
- 5) Effective written communication skills including preparing reports and documents.
- 6) Professional appearance in keeping with the organization's dress code.
- 7) Capable of following instructions with very little oversight.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This job operates in a professional office environment routinely using standard office equipment such as computers, phones and photocopiers.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk and reach with hands and arms.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Boys & Girls Clubs of South Alabama is committed to diversity in the workplace and is an Equal Opportunity Employer. The Club's policy is to treat all applicants equally without regard to race, color, religion, age, sex, national or ancestral origin, marital status, veteran's status, sexual orientation, or disability in accordance with applicable laws.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.