



## **Arts & College Preparatory Academy School Counselor (High School)**

The Arts & College Preparatory Academy (ACPA) is an arts focused, independent community school on the east side of Columbus that serves a diverse population of students in grades 7 through 12 from over 25 different districts in central Ohio. ACPA is in its twentieth year of operation and has consistently been one of the highest performing charter schools in Ohio.

**ACPA is seeking qualified candidates for a School Counselor (High School) position for the 2022-2023 school year.** The School Counselor will report to the High School Principal and be highly collaborative with the counseling team and department lead, classroom teachers and other members of the student support staff. The School Counselor is a crucial position in many areas of student success - academics, social/emotional learning and overall continual growth.

The School Counselor will also be expected to reflect the mission, vision and ACPA values of kindness, respect for diversity, honesty, problem solving, communication, participation and awareness in all interactions with school stakeholders – including students, staff, parents and community partners. **BIPOC candidates are encouraged to apply.**

Salary Range: \$38,000 - \$43,000, annual contract.

Benefits: Medical, dental, vision, life, free tele-health access, paid vacation time, state retirement plan.

Qualifications: Bachelor's or Master's Degree in school counseling or related program; Ohio School Counselor license; experience in an arts focused and progressive school environment.

Main responsibilities include, but are not limited to:

- General social and emotional student support.
- Housing, maintaining, archiving and keeping up to date student transcript and historical grade data in PowerSchool.
- Utilizing PowerSchool's graduation tracker to maintain graduation requirement progress for all students, including course credits, state test data and other required graduation data.



- Annually communicating graduation requirement progress with all students and caregivers.
- Collaboratively working on the school master schedule and creating student course schedules.
- Providing colleges and universities with student transcripts and other requested data.
- Implementing a college preparedness curriculum.
- Assisting students and caregivers with the college application and financial aid processes and applications.
- Researching and communicating student scholarship opportunities.
- Developing ongoing relationships with colleges and universities that are relevant to the current student population.
  - Arranging schoolwide informational opportunities (guest speakers, college visits, etc).
- Developing, implementing and facilitating a regular program of proactive counseling content in that addresses student concerns and needs as identified by the counseling team, teaching staff and administration (cyber safety, suicide prevention, dating violence, bullying, drug abuse, etc.).
- Developing, implementing and facilitating regular specialized group discussion sessions that are pertinent to the student population of ACPA (grief, anxiety, etc.).
- Engaging in initial crisis response for students and families who have experienced a traumatizing life event (death in the family, abrupt homelessness, missing persons, etc.).
- Working with staff, families and social services agencies to address specific emotional and developmental needs of individual students.
- Making referrals to outside support agencies when necessary and serving as point of contact for such agencies.
- Coordination of all state testing administrations.
- Communicating and facilitating the registration of college entrance (SAT, ACT, etc.) for students.
- Coordinating and facilitating the College Credit Plus (CCP) program as outlined by the state of Ohio.
  - Engaging and developing CCP partnerships with colleges and universities.
  - Creating standard CCP pathways.

