

Job Posting High School Counselor

Date Posted: February 25, 2015

Closing Date: Until Filled

Location: Luther North College Prep, Chicago, Illinois

Date Available: July 1, 2015

Description:

Luther North College Prep, located in Chicago, Illinois, is seeking an outstanding high school guidance counselor who will help the institution achieve its mission to enable students to reach their potential and to become lifelong learners through a challenging academic curriculum in a Christ-centered, diverse learning community. The guidance counselor will be responsible for working with students, parents, faculty members, staff, and community members to assist students in making appropriate decisions (academic, social, and emotional) and to utilize their educational opportunities to the fullest. The guidance counselor will provide a comprehensive guidance program for students in grades nine through twelve and specifically provide services to meet the needs of assigned students. The guidance counselor will consult with students' teachers, staff, and parents to enhance the effectiveness of the guidance program and provide support to other educational programs offered by Luther North College Prep. The high school counselor may be asked to teach the Introductory Psychology course and/or the Introductory Sociology course during the 2015-2016 school year.

Luther North College Prep is recognized as an academic leader supporting outstanding athletic and activity programs in a Christian environment that is grounded in the principles of the Lutheran Church Missouri Synod.

Job Summary: The high school counselor

1. Plans, organizes, delivers, and evaluates a comprehensive guidance program that impacts all students in academic achievement, career planning, college readiness, and personal/social development.
 2. Informs students and parents of the coursework and academic progress needed for satisfactory completion of high school, coursework required for postsecondary education, and the availability of career education.
 3. Collaborates with faculty, staff, and parents to better understand and meet the needs of all students.
 4. Identifies students requiring assistance; determines what is needed for student success; develops and implements plans for students not meeting academic expectations.
 5. Promotes a rigorous academic curriculum for every student; ensures equitable access to the most rigorous educational opportunities available for all students.
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6. Monitors data and integrates testing to facilitate student achievement.
 7. Uses data in planning and implementing strategies for improvement of activities and ensuring that every student receives the benefits of the school counseling program.
 8. Uses counseling skills to facilitate students' personal problem-solving.
 9. Provides crisis counseling for students.
 10. Provides individual and small group counseling as needed and makes appropriate referrals of students and parents to outside agencies and specialists when necessary.
 11. Evaluates students' previous educational experiences as they enter the school as freshmen or transfer students.
 12. Promotes an understanding and appreciation for diverse populations.
 13. Develops, reviews, and revises Luther North College Prep's college- and career-readiness seminar program.
 14. Reviews the school-counseling program annually with the Luther North College Prep administration.
 15. Organizes and plans weekly counseling meetings which are attended by Principal, Assistant Principal, Special Services Coordinator, and Executive Director (when appropriate).
 16. Works closely with Luther North College Prep's Special Services program to appropriately serve students with IEPs and 504 plans.
 17. Assists with testing efforts in conjunction with school wide plan; testing includes MAP testing, ACT, PSAT, Aspire.
 18. Takes a leadership role in working counseling content into the curriculum, staff development, and parent education programs when appropriate.
 19. Seeks out professional development opportunities that will benefit the guidance department as a whole; attends off-campus seminars and sessions as requested by the Principal that will benefit the guidance department as a whole.
 20. Schedules appropriate times for college recruiters to visit the campus in order to speak to students.
 21. Aids and directs students in relation to the college application process, the scholarship application process, and financial aid.
 22. Works closely with Principal or other disciplinary administrative position (Dean of Students) to create student behavioral action plans when appropriate.
 23. Plans and coordinates programs such as career and college fairs, FAFSA seminars, and other extensions of the counseling program.
 24. Makes self a visible body in school by participating in a variety of activities that contribute to the school's effectiveness.
 25. Acts as a member of the team that develops Luther North's Freshman Advisory Program.
 26. Organizes and leads Winterim College Trip open to juniors and seniors.
 27. Performs other duties as assigned by the administration.
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Qualifications Desired for Position:

- Master's degree or higher in school counseling
- Valid certification/license (Type 73/Professional Educator) for school counseling from the State of Illinois (those in process of receiving State of Illinois credentials will be considered)
- Secondary school counseling experience preferred
- LPC preferred
- A passion for Lutheran secondary education and the teaching ministry
- An exemplary personal life in terms of Christian conduct, congregational involvement, behavior and relationships with fellow children of God.

Position Reports to:

- Principal

Application Procedure:

Please submit the following, via email, to Wayne Wenzel, Jr., Principal

- Current resume
 - Cover letter describing qualifications and work experience
 - List of three professional references
 - Copy of transcripts
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