



PAUL PUBLIC
CHARTER
SCHOOL

Title: School Counselor

Location: Washington, DC

Mission:

The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders. Paul PCS, located in Northwest Washington, DC, serves students in middle and high school and is the home of the “M.E.R.I.T. Scholars” (motivated, educated, responsible, independent thinkers). Beginning in the middle grades, MERIT Scholars experience a rigorous academic curriculum, coupled with arts and athletic opportunities to develop a firm foundation to eventually enter our college preparatory program at Paul International High School.

Position Overview:

The School Counselor is responsible for providing comprehensive developmental guidance and counseling services to students in the areas of academic achievement, career and educational decision making, and personal/social development. The counselor acts as an advisor in this regard to staff, parents, and the community. The School Counselor reports to the Executive Director of Student Support Services.

Primary Responsibilities:

- Uses all available data, including academic grades, behavioral and attendance data, to identify, monitor and support students in need and to deliver services.
- Document advising sessions and interventions.
- Provides group and individual counseling to improve students’ academic, emotional, behavioral, and social functioning.
- Provides outcome-driven school counseling services that are aligned with the school’s academic, culture, and development goals.
- Ensures school counseling services are aligned with the American School Counseling Association (ASCA) National Standards and Competencies for School Counseling Programs.
- Provides consultation with staff on best practices for providing students with social, emotional, and behavioral supports that drive academic success.
- Provides comprehensive support to teachers to improve students’ social-emotional functioning, which includes extensive in-class support.
- Develops individualized behavior and academic plans for students, including Functional Behavior Assessments and Behavior Action Plans.
- Designs, implements, and assesses guidance curriculum that is aligned to the school’s character traits and behavioral data trends.
- Works as a partner with parents to provide consultation and parent-centered education to support academic success.
- Provides support to homeless students that aligns with the McKinney-Vento Act.
- Assesses student needs and makes referrals to appropriate school resource personnel, social agencies, community agencies, and alternative programs.
- Serves as the case manager for all grade-level 504 plans and home and hospital instruction.



- Serves as the grade level liaison for the Response to Intervention (RtI)); which requires intensive collaboration with school teams.
- Provides career counseling to all students, including transitional services beyond high school, including developing support planning for scholars who are off track
- Manages the completion of Memorandums of Understanding for all Seniors (HS School Counselor)
- Works with the Strategic Data & Compliance Manager to ensure all students are scheduled to appropriate classes, with a four-year academic plan that is designed to fulfill the Paul International High School graduation requirements and is tailored to student aspirations and post-secondary college and career goals. Works with (SDCM) to resolve scheduling conflicts or course placement issues. (HS School Counselor)
- Enters and monitors students' fulfillment of community service hours required for graduation in a timely manner and through proactive engagement with students on this requirement. This includes identifying and sharing opportunities to earn hours and family outreach for students whose hours are lagging. (HS School Counselor)
- Ensure students are on track to meet school district graduation requirements by regularly reviewing transcripts and providing regular updates on academic standing and credit completion. (HS School Counselor)
- Plans and coordinates programs that support academic success, such as test preparation skills, study skills, career day, honor roll celebrations, and data-driven behavioral celebrations.
- Provides in-service training on topics related to the school counseling program and supporting student achievement.
- Interprets tests, student data, and other assessment results appropriately within the counseling environment to develop and implement academic plans for individual students.
- Collaborates with the College Readiness and Retention Coordinator to progress monitor and support dually enrolled scholars.
- Collaborates with community partners to provide services to the school.
- Provides support as needed for school-wide testing.
- Provides mediation services to students in need.
- Performs other duties as assigned.

Qualifications:

- Master's Degree from an accredited college or university in school guidance, counseling or related field.
- Possesses a current and valid certification as a professional school counselor is desired; or must meet the District of Columbia Office of the State Superintendent of Education certification requirements for school guidance and counseling.
- Demonstrates expertise on school promotion, retention, and graduation requirements.
- Considerable knowledge of FERPA, IDEA, 504, the McKinney-Vento Act, ESL and laws concerning student rights and confidentiality, as well as, other state and federal mandates.
- Knowledge of the growth and developmental stages of adolescents.
- Familiarity with the ASCA National Model: A Framework for School Counseling Programs, ASCA National Standards, ASCA School Counselor Competencies and ASCA School Counselor Performance Standards.



- Ability to analyze data to inform work and decision making, analyze and evaluate available data, assess student needs and develop and implement procedures and policies to support student achievement.
- Belief that all students can achieve at the highest levels with no excuses
- Ability to exercise excellent judgment in decision-making
- Strategic thinker and proactive problem-solver
- Embodies the highest ethical standards
- Works independently with little direct supervision and as part of a team

Salary and Benefits:

Paul Public Charter School offers a comprehensive benefits package and a salary commensurate with experience. This is a 12-month position.