

Job Description

Position Title:	Academic Counselor/Academic Advisor		
Location:	Imelda Davis Early College High School (ECHS)		
Reports to:	Early College High School Principal		
Work Schedule:	12 Month, 234 Days	Employment Type/FLSA Classification:	Full Time/Exempt
Funding Source:	This position is Federally funded. 100% grant funded; therefore, employment is contingent upon the availability of funds.		

Primary Role:

Advises high school students for high school/college programs and participates in recruitment activities. This position assists students in identifying and understanding issues and procedures related to their education objectives. Guides students in their college search and selection and ensures all students are on track for graduation and to obtain college credit hours.

Education:

- Bachelor’s Degree from an accredited school, required
- Master’s Degree in Counseling, Social Work, Student Personnel, Higher Education Administration, or other related field
- Valid Texas Certification as a School Counselor

Experience:

- Minimum of 2 years of advising experience to high school students
- Experience in advising students of diverse cultures and ethnic backgrounds
- Experience working with computerized systems

Skills:

- Knowledge and compliance of all state, district, and federal program policies and procedures
- Knowledge of career interest inventory testing procedures and outcomes
- Knowledge of high school graduation requirements
- Knowledge of college degree plans
- Knowledge of college graduation plans
- Proficiency with word processing, spreadsheet, and presentation software
- Exceptional organizational, communication and interpersonal skills
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, and dedication to teamwork

Responsibilities and Duties Guidance:

- Implements comprehensive guidance and counseling program consistent with district’s guidance program plan
- Prepares and promotes a college and career readiness culture
- Provides academic advisement, career information and guidance activities, educational/degree planning, course selection, and related support services for the programs offered by the school; tracks student progress and reports on activities as necessary

- Assists students and teachers to locate career information related to students' interests and aptitudes, or demonstrates use of files, shelf collections, and other information retrieval systems
- Makes presentations to parent and other groups to publicize educational opportunities and activities of the school
- Refers students to the correct program for issues requiring further attention
- Assists students with the transfer of courses
- Conducts graduation plan audits every semester
- Conducts degree plan audits every semester
- Meets monthly with IHE liaison to review ECHS program
- Meets quarterly with IHE leadership team
- Reviews and ensures that all college courses have been approved for college credit and TEA approval
- Supports School Principal with implementation of common instructional frameworks in the classroom

Counseling & Consultation:

- Provides academic counseling to students individually and in small groups
- Maintains confidentiality of all student records
- Develops and maintains positive working relationships with other school professionals and representatives of community resource centers
- Works with college, school, and community personnel to bring resources together for students
- Serves as the liaison between IHE and the ECHS regarding career pathways
- Provides symposium sessions for all students (by grade level) – a minimum of 2 sessions per semester
- Audits Academic Achievement Record
- Ensures that data in PEIMS system is accurate
- Reviews assessment data with students and parents as needed
- Consults and collaborates frequently with teachers, staff, administrators, to identify and advise students and their parents who at risk of failing.

Early College High School Responsibilities:

- Understands the criteria and process for dual credit enrollment, alignment of school and college courses
- Understands the TSI2 assessment, provides support for students to include test taking strategies and share information with teachers
- Assist in TSIA2 administration
- Ensures TSIA2 compliance is documented and secured with IHE partner
- Clearly understands the degree plans for the IHE and provides information to parents regarding individual student goals and path to graduation
- Develops the master schedule and ensures the students schedule is aligned to their college pathway
- Assists with coordinating all state assessments required for graduation as well as TSIA2, PSAT 9, PSAT 10, PSAT/NMSQT, ACT, SAT, MAP, etc.
- Leads all aspects of students' assessments including TSI, PSAT, ACT, SAT and CLEP
- Designs and coordinates all campus Milestone Ceremonies
- Coordinates all award ceremonies
- Knowledgeable of state accountability system
- Possesses knowledge of course articulation amongst Dual Credit courses
- Assists student and parents with FAFSA/TAFSA, ApplyTexas, and other applications needed for college admission to both IHE and to any other university the student may enroll

Professional Growth and Development

- Helps students assess and enhance their study methods and habits
- Teaches EDUC 1300 course(s) as needed
- Sponsors outside activities approved by the school principal
- Serves as an example for students
- Supports mission of NFPS
- Enriches job skills through professional development activities
- Adheres to ethical standards and best practices of state and national school counselor associations

Communication

- Establishes communication rapport with parents, students, principals, and teachers through conferences
- Creates and maintains a professional relationship with colleagues, students, parents and community members
- Presents information accurately through clear communication skills
- Hosts parent information sessions
- Coordinates and leads parent sessions (by grade level) a minimum of 2 sessions a year

Other

- Gathers, manages, and files all reports, records, and other documents required
- Be actives in faculty meeting and assists in staff committees as necessary

Additional Job-Related Duties:

- Maintains control in stressful situations
- Extended hours may be required
- Some lifting may be required
- Serves as a member of at least one campus/district level committee
- Attends Board meetings, as needed
- Performs other duties as assigned

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resources Signature: _____ Date: _____

Employee Signature: _____ Date: _____