



ASPIRA Charter High School
750 Otts Chapel Road
Newark, DE 19713

POSITION TITLE: School Counselor
GRADES: High School (9-12)
STATUS: Full-Time, 11-month position

School Mission:

Las Américas ASPIRA Academy (LAAA) was established to educate and empower each student to realize their full potential and positively impact their communities.

Position Description:

Responsibilities:

- Plan and/or promote programs, which enhance the academic, social or emotional growth of students, e.g., Curriculum Fair, Career Fair, Honors Recognitions, Graduation, Scholarship Opportunities, and Parent Informational Programs.
- Meet with students regularly and provide updates to families as needed about progress toward graduation.
- Support students who have discipline, attendance, and academic issues who are referred by parents, teachers, and/or administrators.
- Ensure that students are aware of requirements for graduation and college admission, as well as any NCAA requirements that may be necessary for athletic participation.
- Guide students to choose courses consistent with his/her interests, abilities, and career plans.
- Assist students in developing post-secondary education plans in accordance with their interests, abilities, and career goals.
- Assist students in the completion of the college admissions process.
- Assist with coordination and administration of testing
- Assist in the development of the master schedule and scheduling process.
- Facilitate small groups and individual counseling as needed.
- Prepare student transcripts for post-secondary experiences.
- Write recommendations on behalf of students for colleges, technical schools, special awards, and military service.
- Compile and maintain records for class rank, honor roll, etc.
- Serve on the MTSS team to assist in the provision of tiered supports for students.
- Perform other related duties as assigned.

Qualifications:

- Master's degree or higher in Secondary School Counseling.
- Possession or eligibility for a Secondary School Counselor Standard Certificate (for more information on State of Delaware licensure, please visit the website of the Department of Education at: <http://regulations.delaware.gov/AdminCode/title14/1500/1510.shtml>).
- Successful completion of Praxis Subject test for School Counselor.
- Ability to work well with and relate to children of all ages.
- Ability to reflect upon teaching practices and respond to constructive feedback.
- Ability to speak Spanish is preferred

Professional Attributes:

At ASPIRA, we believe every team member must possess the following professional attributes to be successful in our school:

- Commitment: A genuine passion for education and students with an inner drive to close the achievement gap and ensure that every child, regardless of background or circumstance, receives an excellent education.
- Leadership: An ability to push yourself and motivate others to maximize individual potential to achieve the school vision and mission.
- Focus on Data-Driven Results: An ability to deliver quality instruction based on student performance, and to be driven by a desire to produce quantifiable student achievement gains.
- Innovative Problem Solving: The ability to see opportunity in challenges by taking the initiative to explore issues and find potential innovative solutions.
- Adaptability: To excel in constantly changing environments and to remain flexible by shifting responsibilities or priorities to meet the needs of the overall school community.
- Teamwork: To increase the effectiveness of the overall team through collaboration, constant learning, and supporting others. To be sensitive to diversity in all its forms and committed to learning from others.