



JOB OPENING

Academic-Personal Counselor

Mullen High School is seeking to hire a faith-filled, energetic, committed Academic-Personal Counselor for this full-time position in the upcoming 2017-2018 school year. The Academic-Personal Counselor works with administration, faculty, staff, parents, students, and community agencies to assist in meeting the goals of Mullen High School. Utilizing leadership, advocacy, and collaboration, the Academic-Personal Counselor will promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

Essential Job Functions:

- Serves as the primary advocate and contact for the assigned students grades 9-12
- Provides leadership and collaborates well with other educators
- Collaborates with parents/guardians and educators to assist students with educational, career, and life planning
- Incorporates life skills into programming that students need to be successful in the twenty-first century
- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions
- Accurately and appropriately interprets and utilizes student data to develop and maintain a written plan for effective delivery of the school counseling program and current individual school data to assist stakeholders.
- Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs
- Implements an effective referral and follow-up process, as needed
- Engages with Mullen community through extracurricular activities and retreats

Qualifications:

- Master's in Counseling Psychology, Social Work, Education or School Counseling or related field is required
- Experience working with youth in a school setting
- Knowledge working with student accommodations, AVID and RTI are a plus
- Strong organizational and administrative abilities, time management, attention to detail, and the ability to multi-task
- Understanding of current adolescent struggles and desire for continued education on specific topics
- Ability to create programs to address the life skills for adolescents
- Willingness to work some evenings, weekends and throughout the summer

Application Deadline: April 14, 2017

Submit cover letter, resume, and three references to Hr@mullenhigh.com