

GUIDANCE COUNSELOR

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Category: **Student Support Services/Guidance Counselor**

Date Posted: **12/20/2017**

Location: **Luis Marin School**

Date of Availability: **Immediately**

Date Closing: **open until filled**

2017-2018 SCHOOL YEAR

Bridgeport Public Schools

45 Lyon Terrace, Room 310

Bridgeport, CT 06604

Guidance Counselor Luis Muñoz Marín School

SUMMARY: The School Guidance Counselor provides individualized direct services to students in the areas of academic, career, college access, and personal/social competencies. The school counselor advocates for every child's school success.

RESPONSIBILITIES:

Program Planning

- Assists in registering, screening and programming of students
- Works with students in Grade 8 and above to select courses in accordance with state graduation requirements and the promotion of academic rigor
- Assists students and parents in the areas of academic, college and career planning and in social/emotional development
- Assists in all aspects of post high school transition (e.g., college planning, military, work forces)
- Uses data to assist with program planning
- Maintains a student caseload
- Develops and maintains a system for keeping student records up-to-date and filed in a systematic order (e.g., student portfolios which include grades, test results, Student Success Plan)
- Monitors and advises students, parents and administration of each student's graduation requirements/progress
- Refers students to appropriate agencies when needed
- Prepares reports with accuracy and timeliness
- Effectively utilizes the District's student information system and other software or computer-based programs

Counseling/Consulting

- Uses appropriate assessment and diagnostic procedures for determining and structuring individual and group counseling services
- Provides direct services to meet the development, preventive and remedial needs of students
- Conducts classroom guidance activities

- Schedules follow up contacts with students
- Confers with parents and administration when appropriate/needed
- Holds parent/teacher and student /teacher conferences
- Helps students, parents and teachers understand student standardized test performance/results
- Identifies students at-risk and provides appropriate interventions such as referrals to truancy
- Coordinates efforts with Student Space and the Attendance Support Center
- Coordinates the Scientific Research Based Intervention Team(SRBI)/Student Assistance Team (SAT)
- Coordinates Student Success Plan Implementation
- Coordinates Section 504 Student Accommodation Plans
- Educates parents and students on the Student Code of Conduct
- Assists in school-wide testing events e.g., CAPT, CMT
- Advocates on behalf of students
- Is responsible in ensuring student is on track to meet graduation requirements
- Other duties as directed by the Executive Director of Student Support Services and School Principal

Professional Practice

- Adheres to the ethical standards of the counseling profession and abides by the laws, policies and procedures that govern the school district
- Demonstrates knowledge of national, state and local standards

REQUIREMENTS:

- Master's degree preferred
- Required certification: School Counselor (068)
- Three years' successful experience in an urban setting preferred
- Has the ability to meet deadlines
- Effective skills in organization, planning and communication
- Proficient in the District's student information system and other software or computer-based programs

Salary will be in accordance with the BEA contract salary schedule. Qualified candidates who wish to apply should access the Bridgeport Public Schools Website:

<http://www.applitrack.com/bridgeport/onlineapp/>

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