

SCHOOL COUNSELOR/TRANSITION

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

Date Posted: **9/24/2018**

Location: **Administrative Office**

Date of Availability: **Immediately**

Date Closing: **open until filled**

2018-2019 SCHOOL YEAR

Bridgeport Public Schools

45 Lyon Terrace, Room 310

Bridgeport, CT 06604

SCHOOL COUNSELOR/TRANSITION

BJDC, Transition Program, Functional Education at HS Level

SUMMARY: The School Counselor/Transition provides individualized direct services to students participating in functional education programs as well as Opportunities for Self-Discovery in the areas of academic, career, college access, and personal/social competencies. The School Counselor will also coordinate transition back to the public school setting for students currently enrolled at the Juvenile Detention Center to ensure that transition activities and services are addressed and implemented for each student.

RESPONSIBILITIES:

Program Planning

- 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., Special Education services for 18-21, 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, IEP Transition Plan)
- 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
- Assists district personnel with all aspects of transitional planning.
- Implements developmentally appropriate transitional goals.
- Investigates and shares ideas regarding post-secondary options and adult services and networks with all appropriate community agencies and organizations.
- Meet with parents to advise them on program and services offered within the district, community and state agencies.

- Works directly with students within a vocational and transitional framework and provides input for curriculum improvement to enhance student abilities in acquiring age appropriate independent skills.
- Keep classroom instructors informed of your input and status of each student assigned.
- Communicate and inform students of career options and available resource.
- Conduct peer group sessions to problem solve employment issues.

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
- Helps students, parents, and teachers understand IEP services, transition planning
- Investigates and shares ideas regarding post-secondary options and adult services and networks with all appropriate community agencies and organizations.
- Coordinates Student Success Plan Implementation
- Advocates on behalf of students
- Is responsible in ensuring student is on track to meet graduation requirements
- Other duties as jointly directed by the Interim Director of District Planning and Placement and Administrator responsible for the Juvenile Detention Center

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
- Assume responsibility to maintain current knowledge of community resources and vocational services.

REQUIREMENTS:

- Master's degree preferred
- Required certification: School Counselor (068)
- Three years' successful experience in an urban high school 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
- Familiarity with career and vocational services for youth.
- Special education experience at the secondary level preferred.

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

www.bridgeportedu.com/teachers

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