



## **JOB OPENING: SCHOOL COUNSELOR**

Academy High is an independent, non-profit college preparatory day school located in Champaign-Urbana, Illinois. The school opened its doors to a pioneer class of nine students in 2017, and has grown each year, now serving sixty students in grades 9-12. The mission of Academy High is to inspire students to discover and pursue their passions; to become exceptionally well-educated, academically, and personally; and to lead lives of excellence, purpose, and joy.

Academy High seeks a qualified candidate to grow the school's student counseling offerings. This is a 10 month, full-time position that reports to the Head of School starting in the 2022-2023 school year. The anticipated salary range for this position is between \$40,000 and \$45,000.

### **Academic Advising / Student Success**

- Plans and delivers mental health, emotional wellness, and academic success services, including support for students with individual learning and behavioral needs.
- Liaises with community counseling services, crisis and learning interventions, and mental health outreach to enhance the psychological and emotional welfare of students and the Academy High community.
- Coordinates special needs accommodations and requests (in consultation with private therapists, physicians, local school districts, and other diagnostic professionals), including liaising with national testing agencies.
- Counsels students on their 4-year academic plans, ensuring all graduation requirements are met.
- Serves as point person for students and families wishing to complete college-level courses.
- Regularly attends weekly faculty meetings to bridge student academic and support needs, address student concerns, and promote student success in the classroom.
- Develops and oversees mission-centered peer-mentoring programs.
- Complies with all social service regulations, including mandatory reporting.

### **College Counseling**

- Advises students and families through all aspects of the college search process in partnership with external consultants.
- Works with faculty to integrate grade-specific college preparation activities into curriculum
- Coordinates College Preparation workshops for students, families, and community partners.
- In partnership with the Director of Operations, oversees the document collection and submission process for all college applications and deadlines, including letters of recommendation by faculty and community members as well as transcripts.
- Assists in the management of the standardized testing processes (AP, PSAT, SAT, ACT), including student accommodations.

### **Career Exploration**

- Teaches Career Exploration I, a semester-long module that guides students through material that helps them articulate, navigate, and achieve their goals at Academy High and beyond.

- Facilitates Career Exploration II, a semester-long independent study where students design their own experience – whether it be an internship, a series of job shadow opportunities, or career-specific training.
- Coordinates “Lunch and Learn” series to increase student engagement with community partners with assistance from Career Exploration committee members.
- Plans and executes local and regional field trips in service to student career exploration.

**Miscellaneous**

- Ensures that all student educational needs are met - following state and federal regulations.

**Teaching Responsibilities**

Fall Semester		Spring Semester	
Q1	Q2	Q3	Q4
Career Exploration I (10 <sup>th</sup> -12 <sup>th</sup> )		Career Exploration II (Independent Study)	

**Coordination Responsibilities**

Fall Semester		Spring Semester	
Q1	Q2	Q3	Q4
Community Workshop	Field Trip	Community Workshop	Field Trip
“Lunch and Learn” Series		Faculty PD	

**Desired Qualifications**

- A master’s degree in a field related to education and/or counseling
- Two to four years of experience working in a diverse population of youth and young adults
- Possess skills to work effectively with students, parents, and faculty
- Knowledge of best practices related to the role’s responsibilities

Candidates who possess experience working with middle school, high school, and/or college aged students as teachers, counselors, and/or advisors are encouraged to apply.

**To Apply:** Send an email with a letter of interest and resume to [jobs@academyhigh.org](mailto:jobs@academyhigh.org). Interviews will begin immediately and will continue until the position is filled. Please visit [www.academyhigh.org](http://www.academyhigh.org) to learn more about the school.

*It is the policy of Academy High not to discriminate on the basis of race, ethnicity, gender or gender identity, color, religion, age, sexual orientation, national origin, ancestry to work or enjoy the benefits of the school’s program, facilities, or services. All qualified candidates are encouraged to apply.*