HIGH SCHOOL GUIDANCE COUNSELOR

Position

Northeast Bradford High School is seeking a high school guidance counselor for the 2024-2025 academic school year. The ideal candidate must be able to assist students and parents/learning coaches with course selection, and scheduling as well as be the initial point of contact for student concerns that span multiple subject areas as well as non-academic issues. The School Counselor will become an expert on course and credit requirements and will work with district administration to establish counseling processes for high school students.

Essential Duties and Responsibilities

- Advise students and families related to academics, college and career planning, and graduation;
- Keep abreast of all high school graduation requirements, including special requirements such as community service, and communicate this information to the high school administrators;
- Assist students and parents with the secondary school course selection process according to specific state credit and graduation requirements and student needs and interests. An integral part of this process is assisting students and parents to develop a Four Year Plan for meeting graduation requirements;
- Advise students with issues related to dropping courses and changing schedules, seeking support as needed, while ensuring that the school’s course selection and drop policies are adhered to;
- Work with school teams to identify and help families access school and community resources;
- Report and refer critical incidents that jeopardize student well-being as obligated by law, administrative regulations, or ethical standards. Stay abreast of all state regulations relating to incident reporting and documentation;
- Assist teachers when students enroll mid-semester, ensuring that teachers receive guidance on integrating the students into their coursework, and that previous grades, credits, and evaluations are handled appropriately;
- Implement special programs such as Advanced Placement support, Graduation projects, career readiness, and college entrance preparation;
- Understand the requirements for and assist families in the registration and preparation for exams such as Keystones, PSAT, SAT, ACT, and AP exams;
- Help students to research and understand their post-secondary career and educational options;
- Assist with student preparation of applications for college and jobs;
- Educate students and parents about college admissions requirements and financial aid;
- Other duties as assigned.
**Requirements**

- Strong technology skills (especially with Microsoft Office products).
- Excellent communication skills, both oral and written.
- Demonstrated ability to build and maintain good rapport with students, families, and colleagues.
- Self-motivated.
- Excellent attention to detail.
- Strong organizational and time-management skills.
- High degree of flexibility.
- Team player with demonstrated leadership skills.
- Demonstrated ability to work well in a fast-paced environment.
- Willingness and ability to instruct and/or lead counseling-focused lessons.

**Required Education and Experience**

- Master’s Degree in Counseling or Related Field
- Pennsylvania Counselor certification
- 2 years of relevant work experience

**Deadline to Apply**

- January 19, 2024

**Job Type**

- Salary and benefits per the current professional bargaining agreement.

**How to Apply**

Qualified candidates please send a letter of interest, resume, application, transcripts, reference letters, current Acts 34, 114, 151 clearances, Mandated Reporter Training, Act 168 Sexual Misconduct/Abuse Disclosure, and PDE-6004 releases to Sharon Goble, 526 Panther Lane, Rome, PA 18837 or email sgoble@nebpanthers.com. EOE