

Job Title:	Instructional Specialist – Secondary School Counseling
Grade Level/Terms of Employment:	Unified Pay Schedule, Grade 123 (260 day contract)
FLSA Status:	Exempt
Work Location:	Chief Academic Office
Immediate Supervisor:	Manager of College and Career Pathways

General Description:

Responsible for the collaborative organization, operation, and coordination of School Counseling programs with specific responsibilities in grades 6-12. Works collaboratively with the Instructional Specialist-Elementary School Counseling to provide world class counseling services to all students in Richmond Public Schools.

Essential Duties and Responsibilities:

- Collaborates with the Instructional Specialist-Elementary School Counseling to coordinate K-12 Counselors.
- Provides leadership to ensure integration of school counseling programs with the total educational curriculum of the division/state.
- Advocates for equal access to a rigorous education for all students.
- Collaborates with principals to ensure that all middle and high school students have access to counselors who have the resources and skills needed for the academic and social development of secondary-aged students.
- Develops and implements professional development and supports for schools to achieve school counseling programs and services consistent with American School Counseling Association standards for school counseling and the Standards for School Counseling Programs in Virginia Public Schools.
- Provides professional development to support counselors in delivering comprehensive counseling services to support the social, emotional and academic growth of students.
- Facilitates goal setting for counselors around academics, behavior and school attendance.
- Collaborates with middle and high school counselors to assess the needs of their communities and implement programs to support their respective students and families.
- Analyzes the success of school counseling programs and services at all middle and high schools and makes recommendations for improvement.
- Arranges for professional development opportunities such as workshops, college courses, and technology education to support the professional growth of School Counselors.
- Collaborates with the Instructional Specialist-Elementary School Counseling to organize, plan, and conduct monthly leadership team meetings with School Counseling Directors and K-12 School Counselors.
- Works with Technology Services to ensure that School Counselors receive necessary training to maintain information needed to fulfill responsibilities.
- Provides oversight in the maintenance of accurate student transcripts and comprehensive school profiles that reflect the educational program of students of Richmond Public Schools and is in compliance with division and state policies.
- Develops and maintains an adequate system for student record accounting including associated training for school counselors.

- Supports student transition from middle school to high school and high school to post-secondary opportunities.
- Gathers and edits information for the annual middle school and high school Program of Studies in cooperation with the Director of Curriculum and Instruction and the Manager of College and Career Pathways.
- Coordinates programs and events such as College Days, Career Days and PSAT and SAT School Day administration.
- Collaborates with the Instructional Specialist-Elementary School Counseling to prepare and update newsletters, directories, and handbooks to enable school counselors to stay abreast of current practice and trends, including those related to Career Development and Technical Education.
- Collects data and prepares reports related to accomplishments, trends, and needs of students.
- Serves as liaison between the schools and institutions of higher learning, agencies, and businesses in professional and public relations activities related to school counseling.
- Collaboratively develops procedures and guidelines to assure the appropriate placement of students including the support and development of master schedules.
- Under the supervision of the Manager of College and Career Pathways and in conjunction with the Instructional Specialist for Counseling-Elementary Schools, plans annual budget and supervises expenditures of funds for the School Counseling office.
- Collaborates with the RVA Future Centers Directors to ensure seamless college and career readiness services.
- Performs other related duties as assigned.

Qualifications:

- Postgraduate Professional License from the State of Virginia with endorsement in guidance
- Minimum of three years of recent successful experience as a school guidance counselor.
- Excellent oral and written communications, public relations and organizational skills.
- Ability to provide leadership and management of counseling programs to achieve established goals and objectives.
- Ability to work in a cooperative manner with a variety of groups, including parents, teachers, administrators, and community representatives.
- Extensive experience with successful guidance techniques, career readiness materials including college and career planning, and current trends and state policies related to school counseling programs.
- Demonstrated expertise with educational testing, evaluation and school scheduling.

Preferred Qualifications:

- Comprehensive knowledge of and experience with the principles and theories of human growth and development throughout the lifespan, social and cultural foundations of education and their implications for school guidance and counseling programs.

- Comprehensive knowledge of the skills and processes for individual and group counseling for academic development, career development and personal/social development.
- Understanding of the skills and processes related to the school counseling program including; characteristics of learners at the elementary, middle and secondary levels; program planning; coordination; consultation; and staffing patterns.
- Comprehensive knowledge of the skills and processes of research and evaluation aimed at improving school counseling programs.

GENERAL DEFINITION AND CONDITIONS OF WORK: Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.