



# COWETA CHARTER ACADEMY

**Job Title:**  
**FLSA Status:**  
**Department:**  
**Dept Code:**  
**Job Code:**  
**Primary Supervisor:**  
**Secondary Supervisor:**

**Grade Band Served: 5-8**  
**Location:**  
**Minimum Hours/Days:**  
**Salary Range starts at:**  
**Elementary Grades 5-8 School Counselor**  
Exempt  
Counseling  
COUNSL  
400  
Assistant Principal or School Director  
Superintendent EGB  
In-Person/ On-site  
7:15am to 3:30pm, Monday through Friday  
\$46,350.00/per year

**SUMMARY:** Utilizing leadership, advocacy, and collaboration the School Counselor promotes student success by providing preventive services and responding to identified needs through implementation of a comprehensive school counseling program that helps guide all learners in their academic success, personal and social development, and career and college planning.

**ESSENTIAL FUNCTIONS:** The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities and/or duties required; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Delivers individual and group counseling curriculum supporting student development
- Analyzes student data and develops data-driven programs for intervention action plans
- Provides responsive services to individuals or groups on academic and personal issues
- Provides an individual planning system to guide students toward post-secondary goals
- Assists students in the acquisition of study skills, academic opportunities, and benefits
- Provides a support system that strengthens the efforts of teachers, staff, and parents
- Supports standardized testing program; parent education; and staff development
- Complete other tasks/duties as assigned by their supervisor; and if federally funded, as allowable under the federal requirements under that fund.

**Supervisory Responsibilities:** This position has no formal supervisory responsibilities.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- **Integrity/Ethics:** Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, and conveys good news and bad.
- **Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leaders to meet goals, welcomes new-comers, and promotes a team atmosphere.
- **Professionalism:** Be professional at all times in communications, appearance, work product, and in representing Coweta Charter Academy in a positive manner.

### MINIMUM REQUIRED QUALIFICATIONS:

- Master's degree in Counseling or related field of study AND
- Three (3) years of advising, teaching, or student counseling experience AND
- Proven experience in effecting positive change in an educational setting OR • Equivalent combination of education and experience

**CERTIFICATES AND LICENSES:**

- GA PSC School Counseling License/Certificate
- *desired* GA PSC Teaching/Educational Certificate ● Clear Fingerprint/Background Check Required.

**OTHER REQUIRED QUALIFICATIONS:**

- Experience with student success coaching
- Ability to adapt to a changing environment
- An ability to support and guide students as well as adults
- Experience working with the proposed age group and their families
- Ability to inspire students to reach improvement initiatives and goals
- Experience working with diverse student populations
- Ability to be flexible and adaptive to ensure excellent student outcomes
- General knowledge of computers, computer commands, peripherals, and various operating systems
- Proficiency using computer-based software and online resources
- Ability to rapidly learn and adapt to new technologies, teaching platforms, and online tools/resources
- Advanced/Proficient in MS Excel, MS Word, MS PowerPoint, Project, Visio, OneNote, and G-Suite
- Familiarity with online synchronous teaching should it be necessary to transition due to Pandemic, Epidemic, or inclement weather concerns
- Ability to display a professional attitude in working with school personnel, parents, and students
- Ability to communicate well with school personnel, parents, students, and office staff while complying with the confidentiality requirements in local, state, and federal policies
- Demonstrates strong interpersonal skills using tact, patience, and courtesy
- Excellent presentation and public speaking skills
- Communicate effectively; both orally and in writing
- Ability to work independently as well as collaborate effectively within a team
- Ability to problem solve independently with strong critical thinking, planning, and implementation skills
- Excellent organization skills, including ability to incorporate methods and build systems that can be used across the district
- Outstanding attention to detail and strong decision-making skills
- Demonstrate initiative and the ability to handle multiple tasks simultaneously
- Ability to manage competing priorities within established deadlines
- Dependable and able to work under pressure
- Strong work ethic and self-motivation
- Must be able to manage large volumes of paperwork and maintain adequate records
- Demonstrate prompt and regular attendance
- Believe in the mission of Coweta Charter Academy
- Maintain a professional home office without distraction during 8-4 workday should you need to transition to teaching virtually due to Pandemic, Epidemic, or inclement weather concerns.
- Consistent access to reliable high-speed internet should you need to transition to teaching virtually due to Pandemic, Epidemic, or inclement weather concerns.
- Valid driver's license and availability of private transportation
- Ability to travel 10% of the time as required

**DESIRED QUALIFICATIONS:**

- Advanced Degree in Counseling, Psychology, or related field of study
- Prior educational experience in Teaching, Counseling, Advising, Intervention, Social Work, or related fields
- GA PSC Teaching/Educational Certificate
- TKES/LKES credentialed
- Proficient/Advanced data analysis skills

- Three (3) years of experience working in a similar capacity
- Google Certifications
- Proficient/Advanced G Suite for Education skills
- Proficient/Advanced experience with Microsoft Office Excel, OneNote
- Previous experience as a Parent, Advisor, or Teacher at Coweta Charter Academy
- Knowledge of the SCSC Comprehensive Performance Framework
- Knowledge of GaDOE CCRPI
- Previous experience with online educational tools/curriculum/assessments
- Proficient/Advanced experience with Infinite Campus (SIS)
- Proficient/Advanced experience with Schoology (LMS)
- Proficient/Advanced experience with Chalk (Lesson Plan Platform)
- Proficient/Advanced in use of Zoom conferencing tool
- Previous experience as a Parent, Advisor, or Teacher at Coweta Charter Academy
- Previous experience as a synchronous online educator
- Previous experience with online educational tools/curriculum/assessments
- Bi-lingual

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is primarily a Monday through Friday, 7:15am to 3:30pm, 5 days/week, in-person, on-site position that may require traveling up to 10% of the time.
- During critical/emergency periods, additional days or virtual instruction may be required.
- In-person attendance at professional development, training, conferences, job fairs, meetings, school events, marketing events, and testing sites will be required several times per year.
- Ability to stand and walk for extended periods is required. ● Light lifting up to 30lbs is required.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor; and if federally funded, as allowable under the federal requirements under that fund. All employment is “at-will” as governed by the law of the state where the employee works. It is further understood that the “at-will” nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.***