



# BENJAMIN FRANKLIN HIGH SCHOOL

## AT THE KATHERINE JOHNSON CAMPUS

<b>Job Title</b>	Professional School Counselor	<b>Classified</b>	11 months
<b>Department</b>	Student Support Services		
<b>Supervisory Reporting</b>	Assistant Principal of Academics		
<b>Works directly with</b>	Administrative Team, Leadership Team, Faculty, Staff, & Families		

### Professional Expectations

- Professional growth - show initiative in increasing present skills and learning new ones.
- Dependability - on time and on task throughout the day, and complete tasks in a timely manner.
- Cooperativeness - positive attitude with others; cooperative and helpful with co-workers; foster an open and trusting work environment.
- Professionalism - maintain appropriate boundaries with students; dress appropriately; maintain confidentiality; use appropriate channels of communication to express concerns; accept responsibility.
- Adaptability - accept and apply constructive feedback; demonstrate flexibility to meet new needs or challenges, and to incorporate new ideas; suggest better ways to do things.
- Communication skills - respond in a timely manner to phone and email messages; communicate effectively with staff, students, and parents; listen carefully and ask questions when needed; clear and accurate verbal and written communication.
- Decision-making/problem-solving - make sound and timely decisions by analyzing facts; reach logical conclusions by use of foresight and planning; independent, but seek help from the right source when appropriate; prompt response to safety and security concerns.
- Commitment to Diversity, Equity, and Inclusion - demonstrate in personal actions and decision making, and in interactions with colleagues and students, the ability to create, promote, and maintain a safe and positive environment for all students and employees, regardless of race, religion, religious belief, sexual orientation, gender or gender identity, and socio-economic status; call out violations of the DEI policy when encountered.
- Service to Franklin - act as an ambassador in any setting, supporting both the school's mission and handbooks; support students in both the context of the job and involvement in their extra-curricular and co-curricular activities.

## Job Specific Expectations

### **Responsibilities & Duties include:**

- Provide academic, social/personal, and college/career counseling to students.
- Monitor student progress and provide support to students with particular academic challenges.
- Provide short-term counseling for students in need and referrals for those needing long-term counseling & support.
- Advise students academically, assist in appropriate course selection to ensure that students are meeting all requirements for graduation/TOPS, and maintain a state-required Individual Graduation Plan for each student.
- Meet individually with students and parents to explore and identify appropriate college options using Naviance.
- Guide students through all aspects of the college application and admissions process.
- Provide knowledge and guidance in terms of scholarship programs and opportunities.
- Advise students on the various summer programs and internship opportunities that are available.
- Write letters of recommendation for all assigned students.
- Coordinate and plan college and career events, including, but not limited to: College Fair, College Kick Off Night for Juniors, College Q&A Night for Junior Parents, Senior College Night, and Financial Aid Night.
- Collaborate in promoting the counseling department and being available to families at events such as Open House, Franklin Welcome Night, Meet the Teachers, Report Card Conferences, etc.

## Education & Experience

**Required-** Bachelor's Degree from an accredited college/university

**Preferred** - Master's Degree, 3+ years experience in College Counseling or College Admissions, School Counseling Certification

### **Physical Requirements of the Position (list any that occur on a regular basis)**

#### **Accommodations will be provided**

Required to exert physical effort in handling objects more than 35lbs. rarely.

Required to use motor coordination with finger dexterity (such as keyboarding most of the day)

Rarely required to be exposed to a physical environment, which could involve dirt, odors, or weather extremes

Required to work in standard office conditions.

Required to sit, stand, bend, crouch, stoop, reach, grab, pull, hear, and speak on a daily basis.

Normal setting for a job is an office/school setting.