

PUENTE Learning Center
Charter Elementary School Counselor

PUENTE Charter School offers elementary grade-level students a family-centered, culturally-rich, technology-based learning experience designed to help children meet and exceed Common Core State Standard mastery and build a solid foundation for lifelong academic achievement.

The role of the Charter Elementary School Counselor will report to the Principal and work collaboratively with the school's SPED professionals. The School Counselor will be committed to developing and supporting the social-emotional and academic well-being of all students to be successful in elementary school and to be prepared for success beyond elementary school. The School Counselor develops strategies and implements activities to address the needs of the students, consults and collaborates with school teams, and works with families to support student success.

RESPONSIBILITIES

- Identify and assess high-risk students that will be identified from direct contact with student/family, through referrals from the classroom teacher, parents and any other school personnel
- Provides DIS counseling services for students on IEP counseling caseload
- Input weekly service minutes
- Develops and documents IEP Goals and Presents Levels of Performance in the areas of social and emotional functioning
- Participates in IEP meetings, Annual Reviews, Triennial Reviews, and any other necessary school meetings
- Provides informal counseling services on an individual and group basis
- Serves as a member of the Crisis Response Team
- Provides Crisis Intervention Services to scholars as needed
- Conducts risk assessments as necessary, and mobilize appropriate support
- Collaborates with teachers, staff and parents to provide tiered social/emotional supports in the classroom
- Ensures supports are being appropriately implemented for all students
- Supports the development and implementation of social-emotional learning programs
- Supports the implementation of restorative practices across the campus.
- Conducts classroom observations to gather data and insight into the behaviors of scholars on the caseload.
- Develops and supports school staff, students, parents, and families in implementing scholar safety plans including Re-Entry meetings
- Maintains up to date, accurate, and confidential counseling files, including record keeping in Welligent
- Provides in-service training in learning, child development, and child management to parents, teachers, administrators and other professionals and paraprofessionals
- Effectively communicates knowledge and ideas orally and in writing; maintains effective interpersonal relationships and communication in the professional setting
- Supports the team with parent engagement and parent workshops
- Assists in accomplishing campus and department goals
- Community School – Connect with outside service agencies
- Performs other duties as assigned or requested by the appropriate administrator

QUALIFICATIONS AND EXPERIENCE

- Knowledge of behavioral, emotional, developmental and cultural characteristics of student/families
- Knowledge of child development stages and the main factors that indicate a high-risk student

- Knowledge of services that exist in the community and how to access those services for student/family
- Ability to develop relationships with a diverse group of stakeholders
- Bilingual Spanish strongly preferred
- Excellent communication and interpersonal skills
- Be willing to assume responsibilities outside of the classroom in order to fulfill the vision of the Charter School
- Dedication to mission driven work and a passionate advocate for the mission and those being served through the organization and school.
- Commitment to diversity, equity, and inclusion.
- Familiarity with Welligent

EDUCATION AND CREDENTIALS

- Bachelors' degree in Psychology, Social work, or Counseling is required, Master's degree preferred
- CA Pupil Personnel Services Credential is preferred
- Demonstrated knowledge and experience with Designated Instructional Services (DIS)
- Technology literate and comfortable incorporating technology into instructional program
- Bilingual, English-Spanish, candidates are preferred
- Minimum of 3-4 years experience in early elementary school environments

Job Type: Full-time

Pay: \$85,000.00 - \$92,000.00 per year

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at tesa@puente.org. No phone calls please.

Review of applications will begin immediately.