Job Description

Position: High School Academic Counselor
Reports to: Dean of College Prep and School Director
Department: Road to College
Hours: Varies
Location: School Campus
FLSA Status: Exempt

Mission Statement
Uplift’s mission is to create and sustain public schools of excellence that empower each student to reach their highest potential in college and the global marketplace and that inspire in students a life-long love of learning, achievement, and service in order to positively change their world.

SUMMARY
The Academic Counselor will support the overall mission of the Road to College program by promoting a college going culture and college readiness curriculum. Academic Counselors promote student success by working with school faculty and staff, students, parents and community to plan, implement and evaluate a comprehensive developmental guidance and counseling program. Academic Counselors identify student specific needs and interests and counsel them to fully develop their academic, career, and social abilities.

ESSENTIAL DUTIES & RESPONSIBILITIES
- Guide individuals and groups of students to develop education plans and career awareness.
- Help students continually build and strengthen their college ready resumes by counseling them in the course selection process and helping them identify and apply to extra-curricular, community service and enrichment activities.
- Implement and facilitate counseling programming that meets identified needs, priorities and program objectives for scholar intervention and enrichment.
- Compile and analyze network college readiness and achievement data to identify trends in scholar growth and areas of opportunity at the campus level.
- Assist campus registrars and leadership team with the scheduling process to ensure all high school students are in the correct courses and following the appropriate graduation plan.
- Lead process for communicating course options, assigning scholars to a 4-year graduation plan prior to 9th grade and tracking progress, completion and updates of 4-year plans each semester.
- Assist campus leadership, PEIMS coordinators and registrars with the state reporting process, includes providing documentation for CTE coding and reporting, to ensure the accuracy of records.
- Collaborate with campus registrars and teachers to ensure that grading practices, academic reporting and historical records are fair and accurate and that any inconsistencies are addressed in a timely manner.
- Support parent engagement initiatives on campus by participating in parent workshops, Parent University and the enrollment process.
- Comply with academic policies established by federal and state law, expectations of the State Board of Education and Texas Education Agency, and Uplift board policy in regard to the areas of guidance and academic advising.
- Work with testing coordinators and campus leadership team to facilitate the registration and testing process for standardized tests related to college readiness.
- Lead the implementation of opportunities for dual credit, online enrichment and credit recovery.
- Identify, research, and implement programs, products, and resources necessary to improve efficiency and productivity of the academic counseling program on the campus level.
- Collaborate with teachers, campus leadership team, and parents using data and best practices to create and support academic intervention plans for students who are failing or at risk of failing.
- Provide counseling to individuals and small groups relative to their concerns with emphasis on those students identified as failing or most at risk of failing to meet the state's student performance standards and graduation requirements.
- Maintain and encourage a positive attitude towards campus culture and the RTC program.
- Comply with all district and campus routines and regulations.
- Other duties and responsibilities as assigned.

**TRAITS OF AN UPLIFT ACADEMIC COUNSELOR**
- Strong analytical, communication and writing skills
- Ability to work well with students and their families and colleagues
- Ability to travel via auto and air to support Uplift students
- A high threshold for stress and a tireless commitment to excellence in all endeavors

**SUPERVISORY RESPONSIBILITIES**
None

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**
Bachelor’s degree (B.A./B.S.) from four-year college or university required. Master’s Degree is preferred but not required. Previous 9th – 12th grade educational experience strongly preferred. Demonstrated successful work with teens and parents strongly preferred.

**LANGUAGE SKILLS**
Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents, students, and administration. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**
Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
**COMPUTER SKILLS**
To perform this job successfully, an individual should be competent in Microsoft Office applications (Outlook, PowerPoint, Word, and Excel) and ability to learn and use computer software as necessary. Ability to use basic office equipment.

**SAFETY DUTIES & RESPONSIBILITIES**
Every Uplift employee has an obligation to know our safety rules and procedures; to teach what they know to others; to recognize unsafe actions and situations; to warn others of unsafe situations; to react to emergency situations and to report hazardous or unsafe practices to those in a position to correct them.

**PHYSICAL / MENTAL DEMANDS**
The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use the wrists, hands and/or fingers. The employee is occasionally required to stand; walk; climb or balance. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. Work at a desk and computer screen for extended periods of time.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level is moderate and may have frequent interruptions. There may be activity from other employees and students of a distracting nature.

**OTHER QUALIFICATIONS**
Satisfactory criminal records check, pre-hire and annually thereafter, if applicable. Must be eligible to work in the United States and provide work authorization.

**MODIFICATION OF DUTIES & ESSENTIAL FUNCTIONS**
Uplift Education retains the right to change and/or modify the duties and essential functions of this position at any time. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

This job description has been reviewed with me and I fully understand the requirements. I am able to perform the essential functions of this job.

Employee’s Signature:_______________________ Date:_________________

Supervisor/Witness:_________________________ Date:_________________