

Job Title: Central Program Campus Counselor

Supervisor: Campus Administrator

Employment Terms: 11 Months, 10:30 AM – 7:00 PM working hours may fluctuate due to central campus needs and events.

Salary Range: \$50,000 - \$80,580

Location: Northwest Campus
13201 W Grand Avenue
Surprise, AZ 85374

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Assist high school counselors with students in career guidance as it pertains to West-MEC.
- Provides academic advisement services to assist all students in planning and completing West-MEC Career and Technical Education programs.
- Act as an advocate for all students and create an awareness of opportunities for career and college growth.
- Assist all Students and Parents with developing career goals/plans using the Discovery Meeting Model.
- Establish and maintain good rapport with all stakeholders.
- Consult and collaborate effectively with parents/guardians, teachers, administrators and other educational community resources regarding students with identified academic concerns and/or social emotional concerns and needs.
- Facilitates Campus Dual Enrollment opportunities for students.
- Work with teachers, administrators, C&I coaches and ESS Teacher Liaison to provide responsive services to students and parents as needed using the Multied-Tiered System of Support model and Student Study Team.
- Serve as a resource for all students with a documented disability.
- Serve as a student advocate in the ESS process with knowledge of accommodations, modifications and industry.
- Research, develop, and conduct data-driven professional development for counselors and educational professionals to advance CTE participation and educational reform.
- Provide annual, relevant training for staff.

- Promote systemic change through tracking and analyzing program data.
- Participate in district programs, committees, advisory council, and initiatives.
- Facilitate communication between personnel, students and or/parents for the purpose of evaluating situations, solving problems, and/or resolving conflicts.
- Teach relevant classroom lessons that engage students in meaningful learning in all ASCA domains.
- Integral member of the Student Services Department.
- Effective member of the Campus Leadership Team to help build and maintain campus culture, facilitate campus events and provide support for students.
- Ensure accurate and timely processing of the application for West-MEC Central Programs with member districts and school officials.
- Serve on the District and Campus Flight Team.
- Other duties as assigned.

Knowledge and Skills:

- Knowledge of applicable American School Counseling Association ethical standards.
- Knowledge of West-MEC district and campus policies and procedures.
- Possess skills and training in managing school response to a crisis.
- Possess project management skills in an educational environment.
- Ability to prioritize.
- Excellent problem-solving skills.
- Skill in establishing and maintain effective working relationships with all stakeholders.
- Skill in operating a personal computer utilizing a variety of software applications.
- Knowledge of Career and Technical Education programs and associations.
- Ability to be self-reliant and self-motivated.

Requirements:

- 5 plus years' experience as a secondary school career counselor.
- Master's Degree in education counseling.
- Ability to maintain a high level of ethical behavior and confidentiality.
- Ability to work within the central campus hours (6:30AM-7:00PM)
- Ability to work outside normal working hours.
- May be required to travel to perform job functions.
- Must pass a fingerprint clearance and background check.
- Obtain an Arizona Driver's License.
- Active involvement in professional organizations (ASCA, AzSCA, ACTE, ACTEAZ).
- Must be able to lift 50 lbs.

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: July 1, 2022

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

Western Maricopa Education Center is an Equal Employment Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Civil Rights Act Title VII of 1972, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Western Maricopa Education Center does not discriminate on the basis of race, color, religion, national origin, sex, disability or age in employment or in any of its educational programs or in the provisions of benefits and services to students.