

<b>Job Title:</b>	Central Program Campus Counselor
<b>Supervisor:</b>	Campus Administrator
<b>Employment Terms:</b>	11 Months, 10:30 AM – 7:00 PM working hours may fluctuate due to central campus needs and events.
<b>Salary Range:</b>	\$50,000 - \$80,580
<b>Location:</b>	Southwest Campus 500 N Verrado Way Buckeye, AZ 85326

**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)

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