

**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 Campus needs and events)

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

**Range:** Central Campus  
6997 N Glen Harbor  
Glendale, AZ 85307

**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 (6:30 AM – 7:00 PM)
- 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:** TBD

**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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