



School Counselor

Louisiana Academy of Production (LAAP)

SCOPE OF RESPONSIBILITIES

To provide comprehensive counseling and guidance services that assist students in making maximum use of their abilities by providing social, behavioral, and academic group and individual counseling.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Provides individual and group counseling and guidance to support student development.
- Participates in teacher/parent conferences to address student needs and progress.
- Assists with the orientation of students, parents, and school personnel concerning guidance services and total school operations.
- Manages student testing and placement services.
- Directs and assists with the scheduling of students for academic coursework.
- Advises students and parents on high school requirements, training programs, and future career plans.
- Audits incoming cumulative records, evaluates transcripts for completeness, and prepares student records for transfer to other institutions or the State Department.
- Provides follow-up services for students eligible for summer school.
- Serves as a primary consultant to administrative and teaching staff regarding student welfare.
- Conducts mandatory counseling sessions with individual students following a second suspension.

Equal Opportunity Employer

In accordance with the Americans with Disabilities Act (ADA), Louisiana Academy of Production provides reasonable accommodations to qualified individuals with disabilities. Applicants or employees who require a reasonable accommodation to participate in the application or hiring process, to perform the essential functions of the position, or to receive other benefits and privileges of employment should contact Human Resources.

- Plans and implements a comprehensive school counseling program aligned with the LAAP mission.
- Demonstrates a commitment to a personal and professional code of ethics (ASCA/APGA).
- Participates in professional in-service activities and relevant professional organizations.
- Appraises student characteristics and identifies individual differences to describe specific needs and potentialities.
- Assesses the needs and expectations of the student population and determines program priorities.
- Formulates and implements a written plan of action containing behavioral objectives and specific tasks.
- Maintains strict confidentiality of information within the professional framework of ethics.
- Utilizes various intervention strategies for developmental, preventive, and remedial needs.
- Assists teachers and parents in interpreting student appraisal and assessment data.
- Collaborates effectively with referral agencies and staff in and out of the school setting.
- Assists in the early identification of students with special needs.
- Maintains follow-up and consultant procedures on students after referral.
- Follows the rules and regulations of the **Louisiana Academy of Production Board of Directors**.
- Adheres to the time and duty schedules authorized by the Principal for the school day and extracurricular activities.
- Supervises students in hallways and classrooms with promptness and diligence.
- Notifies the Principal promptly of absences and communicates return dates in advance.
- Reports student accidents or illnesses promptly to the Principal.
- Knows and implements the school's adopted Code of Discipline.
- Maintains neat, accurate, current, and complete records and reports, submitting them on time.
- Communicates student progress to parents according to the Pupil Progression Plan.

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- Shared with an evaluator, collaboratively develops and implements a professional growth plan.
- Serves as a positive role model, demonstrating honesty and respect for the rights of others.
- Avoids use of sarcasm, undue criticism, inappropriate language, and racial or ethnic slurs.
- Accepts other duties as assigned related to the scope of the job.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

- **Environment:** Works in an office setting, climate-controlled environments, and outside areas subject to climate extremes.
- **Communication:** Must communicate in standard English (oral/written) commensurate with the listener's skill level; use telecommunication systems; and represent the school at public functions.
- **Equipment:** Must be able to use computers, telephones, printers, copy machines, intercoms, and security systems.
- **Physical:** Sit, stand, walk, and run as required; reach, bend, and lift 10–50 lbs. Must be able to physically transfer, restrain, or position students if required.
- **Mental:** Plan/implement educational programs; interpret instructions; comply with federal, state, and school regulations; utilize effective management techniques.
- **Human Relations:** Work cooperatively with all stakeholders and respond positively to supervision.

QUALIFICATIONS

Minimum Qualifications:

- Master's Degree in Guidance and Counseling.
- Valid Louisiana Counselor Certification in accordance with **Bulletin 746**.

Desirable Qualifications:

- Three years of successful teaching experience.
- Experience in a production or vocational-technical educational environment.

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REPORTS TO/EVALUATED BY: Principal / Designee

TERMS OF EMPLOYMENT: 10 Months

SALARY RANGE: Counselor Salary Schedule

ROLE DETAILS

This full-time position offers a competitive benefits package including:

- Medical – Blue Cross Blue Shield of Louisiana
 - o Blue POS Copay 70/50 \$2500
 - o Premiums are age-based, with the employer covering 80% of the employee-only premium
- Dental – Employee-only coverage 100% employer paid
- Vision – Employee only coverage 100% employer paid
- 403 (b) Retirement plan with a 3% employer match
- Paid monthly over 12 pay periods

REVIEWED AND AGREED TO: _____ **DATE:** _____

Employee Signature

APPROVED: _____ **DATE:** _____

Supervisor Signature

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