

## Vacancy Posting Notice

**Job Title:** School Counselor/Student Services Coordination--**Online** (Full Time)

**Program Name:** JEDI Virtual School (Online School)

**Location:** CESA 2 Innovation Center Suite 219

Whitewater, WI 53190

**Program Director:** Dr. Leslie Steinhaus, Director

**Start Date:** July 26, 2017

**Starting Wage:** \$ To Be Determined

**Qualifications and Experience:**

1. **Master's Degree** in Counseling or Higher from an accredited college or university.
2. Certification as required by the State of Wisconsin in the field of assignment.
3. Other professional and personal qualifications as deemed necessary for acceptable fulfillment of assigned responsibilities.

**Job Description:** School Counselor/ Student Services Coordination—**Online**—(Full time, year around)

Purpose: Effective guidance counselors are essential for students to achieve their full potential as students acquire positive social skills, embark on careers and academic success.

**Counselor Responsibilities: (Partial)**

***Academic***

- Academic support for all students and four year plans
- Organizational, study and test taking skills
- Intervention planning for students at-risk
- Update student records
- Interprets and uses student data to assist with planning and information
- Monitors student academic performance to assist with interventions

***Career Planning***

- Student goal setting
- Career awareness and world of work
- Academic/Career plans

- Scholarships, financial information and application process
- Transition Plans
- Career Pathways Options
- Maintains career resources

#### ***Student Growth***

- Conduct individual counseling, as needed
- Understand cultural differences when working with students

#### ***Administrative/ Curricular Support***

- Assist administration and staff with interpreting student data
- Participates on school committees as requested
- Assist with recruitment of student for the virtual school
- Manage the testing program

#### ***Student Services***

- Communicates with prospective and current parents and students to provide information about the virtual program
- Monitors and communicates progress to parents and students
- Maintains progress reports
- Cooperatively develops a personal education plan for each student
- Provide input to and attend JEDI staff meeting and other meetings as requested
- Monitor and encourage individual student progress.
- Prepare required reports on students as needed
- Participate in JEDI meetings and professional development activities as appropriate.
- Stay current with most recent developments in appropriate counseling area as initiated by the school.

**Skills Required:** Ability to communicate online, comfortable with technology and learning management systems, working with variety of student academic abilities, ability to engage students, flexible and willingness to reach out and respond to students in a timely manner.

**How to apply:** Send Resume to: Leslie Steinhaus—[lmsjedi@cesa2.org](mailto:lmsjedi@cesa2.org)

**Application Deadline: July 15, 2017**

**Approved:** Leslie Steinhaus, JEDI Director

Date: June 26, 2017

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