

## **School Counselor**

Status: Exempt, Full-Time, Academic Year

### **Overall Objectives**

Provides counseling and guidance services to students in a nurturing Chinese immersion environment following Yinghua Academy's mission, core values, and principles.

### **Principal Roles & Responsibilities**

- Maintains a nurturing learning environment.
- Designs, implements, and assesses the guidance curriculum.
- Assesses and identifies student needs, and makes appropriate referrals.
- Provides individual, group, and classroom guidance counseling to students using preventative and responsive approaches for students' academic, social, and emotional concerns.
- Confers with parents, teachers, administrators, and supporting agencies regarding student needs.
- Develops and maintains written plans for services.
- Serves as liaison between school and social services agencies.
- Performs tasks as assigned by Executive Director.

### **Classroom/Behavior Management**

- Follows school-wide behavioral and safety guidelines and policies.
- Applies school and classroom rules consistently and effectively.
- Seeks guidance regularly from administration and Q-Comp lead teachers on behavior and classroom management techniques.

### **Program Compliance**

- Maintains accurate student records and proper documentation.
- Prepares progress reports and completes all evaluations.
- Prepares and submits requested reports and data to fulfill program requirements.
- Attends all required professional development, including safety and health training.
- Follows all school policies/protocols and state regulations.

### **Communication**

- Actively participates in all meetings.
- Communicates with students the expectations for academic performance, classroom behavior, and personal management.
- Maintains effective communication with parents and school personnel in a timely fashion.
- Conducts parent-teacher conferences as scheduled.
- Reads all school communication and responds to emails and phone calls in a timely manner.

## **Professional Conduct**

- Models and encourages all behavior outlined by the Board-approved Professional Conduct Policy.
- Maintains a professional image.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals and requires minimal supervision and direction.
- Demonstrates a commitment to the organization.
- Takes pride in work and is committed to quality.
- Meets attendance and punctuality guidelines.

## **Qualifications:**

- Bachelor's degree; Prior school counseling experience preferred.
- Holds a valid School Counselor license granted by the Minnesota Professional Educator Licensing and Standards Board.
- Bi-lingual in English and Mandarin Chinese preferred but not required.
- Use of technology as learning and instructional tool.

## **Employee Requirements**

Must meet all employment requirements including, but not limited to, criminal background checks and reference checks.

**Salary:** Competitive, performance based increases, generous benefits package

**Start Date:** August 14, 2024

**To Apply:** Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org.

**Yinghua Academy is an Equal Opportunity Employer**