



POSITION

Coordinator of Counseling Services and Community Services Liaison

MAEF Public Charter Schools (MPCS)
Mobile, Alabama

Reports Directly to: Superintendent

Salary: \$80,000.00 - \$90,000.00 a year

- Performance Incentives based upon network academic performance

Position Overview:

ACCEL Academy, recognized throughout for its forward-thinking and progressive culture, is seeking a Coordinator of Counseling Services. The Coordinator of Counseling Services will provide coaching and support to all site-based counselors and ensure that counseling best practices are implemented at all sites, including social-emotional learning, crisis response, individual and group counseling, and classroom lessons. The Coordinator will assist organizational and site efforts to support students experiencing homelessness and the foster care system. The Coordinator will also have a caseload of students.

Duties and Responsibilities:

- Provide guidance, training, and support to all school-based Counselors.
- Provide guidance and counseling to students.
- Provide support to all campuses in meeting the academic and educational needs of vulnerable students, especially those experiencing homelessness and the foster care system.
- Conduct training and workshops for staff relating to social-emotional needs and programs.
- Train staff on the education needs of students in foster care and those experiencing homelessness and the laws which pertain to this population.
- Outreach to local foster and homeless youth agencies to maintain ongoing communication and recruitment/support pipelines.
- Provide resources and assistance/guidance in areas of higher education, career, vocational and transitional living for emancipating foster youth and students experiencing homelessness.
- Provide individual and group counseling and guidance services to students as needed.
- Assist in coordinating high school nights on all campuses. Serve as a resource for site 504 and IEP teams.
- Support site RTI/MTSS processes.
- Maintain relationships with social service and governmental agencies, support groups and other community organizations.
- Work directly with the superintendent to ensure all aspects of the Full Service Community Grant is implemented to fidelity.



- Other duties as assigned.

Ability to:

- Demonstrates the ability to design, implement, analyze, and document comprehensive school counseling program outcomes based on national and state standards.
- Demonstrates the ability to support student achievement, social/emotional development, and college/career readiness.
- Abides by the [ASCA Ethical Standards for School Counselors](#).
- Demonstrates the ability to work with diverse groups.
- Demonstrates the ability to communicate effectively, both orally and in writing.
- Demonstrates knowledge of technology and software applications appropriate to job responsibilities.

Required Qualifications:

- Masters in School Counseling preferred
- Three (3) or more years of experience in social services or education.
- Experience in charter schools is desirable.
- Ability to communicate effectively both orally and in writing.
- Bilingual (Spanish/English) preferred.

Terms:

Twelve (12) month, 240 days contract with a salary established by the Board in terms of the Administrative Provisions and based on experience and qualifications.

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Benefits: Full-time employees receive health benefits through the Alabama Public Education Employees' Health Insurance Program (PEEHIP) and retirement benefits through the Alabama Teacher Retirement System.

The board members seek a transformational educator who will lead the personalized learning environment. All interested candidates should apply by adhering to the following steps:

1. Email your resume and cover letter to:

jobs@accelacademymobile.com.

Note: Your cover letter must include a response to the following essay question: In 100-400 words, please explain why you are an excellent candidate to lead ACCEL Academy, including any experience and specific data/accomplishments that will



demonstrate your ability to meet and/or surpass the goals and mission of ACCEL Academy.

2. All correspondence regarding your application will be emailed to the email address you place on your resume. Please make sure you enter your address correctly and check your email regularly. If your email account utilizes a SPAM filter, it is your responsibility to identify “@accelacademymobile.com” addresses as “safe” so that you are able to receive email messages from these addresses or save this email address as a contact.
3. All inquiries regarding this position should be emailed to jobs@accelacademymobile.com.

Candidates will be evaluated according to their qualifications and professional accomplishments with an emphasis on adherence to the application process.

The community and students we serve are diverse, and we are committed to reflecting that diversity in our staff. We strive to have the most diverse applicant pool possible. Thus, we encourage individuals of all backgrounds to apply for any position at ACCEL Day and Evening Academy. By fostering a diverse and inclusive environment, we provide the best educational experience to prepare our students for a future reflective of the world in which we live.

ACCEL does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the network are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Alabama school boards are required by state law to verify the employment eligibility of newly hired employees using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.

I have read and understand this job description. My signature acknowledges that I can perform this position's essential functions with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

