

## SIGNATURE SCHOOL COUNSELOR

2020 - '21 Academic Year

### JOB DESCRIPTION

**Job Title: Counselor, Signature School, Evansville, Indiana**

**Reporting to: Executive Director, Signature School**

**Job Summary:** The Counselor will oversee all aspects of student academic success for students, including academic advising on all aspects of the course selection process including course selection, changes, drop/add requests, etc.; will enter schedule requests and ensure that Signature School and state requirements are met; will monitor student academic progress and keep abreast of individual circumstances in a child's life; will serve as liaison with parent/guardian.

Will assist in building master schedule for grades 9-12. Will ensure that all transcripts and records, grades 9-12, are properly handled and maintained.

Will coordinate and administer all testing, including smooth, sensitive, and prompt delivery of feedback and results to students and parents, as needed.

Will serve as the primary college counselor, working with students and families on the college selection process from beginning to end.

Will oversee Special Ed, 504, and ELL/WIDA concerns in a prompt and professional manner.

**About Signature School:** Signature is a 9-12 public charter school that has established a tradition of high academic performance and achievement by creating a culture of learning based on trust and mutual respect. Board members, faculty, and staff share the focused goal of ensuring student success. Students, with their "signatures," attend the school by choice, knowing that the educational opportunities are challenging. Faculty and staff are committed to helping students meet their educational goals and hold themselves accountable through state, national, and international external assessments, and through internal evaluation. Results are published annually.

Signature is a globally-focused International Baccalaureate (IB) and AP Capstone school with an open campus in downtown Evansville, Indiana. Students eat lunch at nearby restaurants, have PE at the YMCA, and do research at the public library. We have no bells, no lockers and no theft. We are open admission with students from diverse educational, ethnic, and socioeconomic backgrounds. Since 2008, we have had more applicants than spaces and have conducted a lottery for admission.

Since 2006, Signature consistently has ranked in the nation's top 100 high schools. Most recently, the Jay Mathews (of the *Washington Post*) Challenge Index ranked Signature the most challenging high school in the nation, and *US News & World Report* ranked Signature the tenth best high school in the country. Signature has achieved its remarkable results while firmly adhering to an open admissions policy. The school does not select its students. We believe that all students, given the opportunity, can attain a high level of academic success. All Signature

students, regardless of test scores or other criteria, are enrolled in AP and IB courses. There are no barriers. Motivation is the only requirement. For further information about Signature School, go to [www.signature.edu](http://www.signature.edu).

**Job Responsibilities include:**

- Developing, tracking, and providing academic guidance of students
- Providing college counseling to each student
- Assisting in development and building of a master school class schedule from beginning to end
- Addressing parent and guardian concerns or questions regarding curriculum and courses
- Serving as primary school contact for college officials, military placement, and community placement
- Overseeing the maintenance of all statistics for attendance, test scores, enrollment, ethnicity, and graduation data
- Collecting data and submitting all state required DOE and federal reports and grants
- Coordinating 504 and General Education intervention committee
- Overseeing the proper maintenance and handling of transcripts and cumulative student records
- Overseeing all aspects of communication with prospective transfer students and their subsequent integration within school life, including enrollment and assigning a peer mentor
- Coordinating internal and external scholarships for students
- Coordinating college and financial aid meetings to provide accurate and up-to-date information to parents, guardians, and students; researching and publicizing college and scholarship opportunities
- Ensuring that students submit college and scholarship applications in a correct and timely fashion
- Submitting all counselor-related college and scholarship applications and necessary documentation
- Coordinating the administration of all testing: PSAT, ILEARN, ISTEP, etc. Ensuring compliance of state mandates on testing remediation.
- Communicating all state test results to parents/guardians in a timely and professional manner

- Communicating PSAT results to students in a timely, sensitive, and professional manner
- Coordinating spring Honors Night event
- Assisting in planning and executing Commencement
- Handling routine and crisis counseling of students in a challenging academic environment
- Attending required DOE administrative conferences and other conferences, as needed
- Ensuring proper enrollment and tracking of all students
- Performing other duties as directed by Executive Director

**Qualifications:**

- A broad and in-depth knowledge and understanding of profiles of the most selective colleges and universities in the country and their admission standards and practices
- Strong organizational and time management skills
- Excellent communication skills, both oral and written
- A high degree of technology fluency
- An ability to work with state agencies and keep current on changing regulations and requirements
- Attention to detail
- Approachability in working with students, faculty, staff, parents, and community members
- Professional demeanor
- Demonstrated ability to work independently
- Understanding of Signature School culture
- Ability and willingness to become proficient in the school's Student Information System software
- Experience working with high school students of diverse backgrounds
- Public speaking background
- Classroom teaching experience
- Special Education/504/ELL background
- College counseling experience
- Master's degree in related area

**Compensation:**

- Commensurate with experience.

**Application Process:** Please send letter and resume to Jean Hitchcock, Executive Director, Signature School, 610 Main Street, Evansville, IN 47708 or to [jean.hitchcock@signature.edu](mailto:jean.hitchcock@signature.edu). Please write "Signature School Counselor Position" in subject line of email.

