



Position Description: Student Success School Counselor

HEALTH LEADERSHIP HIGH SCHOOL MISSION STATEMENT

Health Leadership High School is a charter school designed to equip high school students interested in the health sector to become leaders in developing healthier communities. We value educators who are passionate, creative, and motivated to establish learning environments that meet students needs and encourage success.

The mission of Health Leadership High School is to equip students who are interested in health with the skills they need to become leaders in developing healthier communities. Through experiential and project-based learning, our students develop as deep and complex thinkers to have a broad understanding of the determinants of improving healthier communities. Our mission is to take a holistic approach in supporting youth to have successful careers by caring for their intellectual, physical, and emotional well-being as students..

POSITION DESCRIPTION

Health Leadership High School provides opportunities for students to prepare for careers in health professions. There are two important ways that the Student Success School Counselor (SSSC) would benefit the school, students, families, and community. The SSSC will take the lead helping students develop individualized transition plans that outline the students' post-secondary aspirations and the steps necessary to achieve these goals. This work will include:

- Providing information regarding the need for and participation in appropriate college admissions tests related to both dual credit opportunities and post-secondary opportunities; and,
- Working individually with students and their families and through community workshops to explain the high school credit systems and the credits and coursework necessary for graduation and college admission;
- Family nights to cover information
- Go into CWP to talk about grad requirements and transcript review. What is required at college level
- Support in advisory classes and provide intro to graduation requirements: community service, practicums, dual credit opportunities.
- Intro to health leadership – onboarding new students. Transition into college and dual credit
- credit reviews (next step plans)- In advisory teachers are trained (meet with student support team to implement this)
- Providing relevant information through one-to-one counseling and community workshops on college admissions requirements and financial aid;
 - 1:1 counseling: work with students on planning for graduation (process and steps)
 - 1:1: FAFSA completion (keeps track and maintains data for credits earned)
 - 1:1 contact with students who were unable to attend orientation night
 - Dual credit: How to reach out to students and help them make the connection that opportunities fit them email, newsletter etc. This needs to happen for all grade levels *Transition ladder* , HLHS project- mini capstones to build from 9-11 grade to be ready for Senior Capstone
 - Health 101 for any level of student new to the school
- Providing specific registration information and materials for ACT, and SAT and information on financial support to take these entrance exams;

- Providing one-to-one support for student scholarship applications
- Coordinating graduation logistics and details; as well as coordinating cap and gown orders for students throughout the year.

The Student Success School Counselor aims to enhance students' and families' comprehension of post-secondary opportunities throughout high school. Their role involves meeting individually with incoming students' families to document goals and clarify high school expectations. They continue to engage with current students and families through follow-up meetings, reviewing goals, and monitoring progress. In the final year, they closely collaborate with students to facilitate activities for their post-secondary plans, striving for a 100% high school graduation rate with essential resources, including financial aid.

At the community level, the Counselor collaborates with the College and Career Coach to conduct two workshops annually—one in fall and another in spring—for students and parents. These sessions cover high school graduation requirements, college admissions, and financial aid. Additionally, at least one scholarship workshop is hosted, offering guidance and access to various scholarships. They also plan an on-site job fair in partnership with the College and Career Coach to showcase healthcare careers, targeting middle schools and empowering Health Leadership students to educate them about career paths.

Moreover, the Counselor collaborates with the school's instructional pillar to ensure appropriate student scheduling and readiness for dual credit courses. They work alongside the College and Career Coach to assist students in documenting community service or work-study hours for evaluation.

QUALIFICATIONS

1. Master's degree
2. Three to five years related experience.
3. Experience working with high school aged students

PREFERRED QUALIFICATIONS

1. Knowledge and understanding of health professions and healthy lifestyle
2. Knowledge and understanding of credit tracking for High School Students
3. Strong knowledge and understanding of college entry/enrollment requirements.
4. Experience with inclusive education practices
5. Experience working with English Language Learners
6. Strong oral and written communication skills
7. Strong collaboration skills
8. Spanish Fluency
9. Teaching License 9-12

SALARY RANGE:

\$58,247 - \$80,000+

HOW TO APPLY

For consideration, applicants must submit the following materials to Leticia Archuleta, Executive Director/Principal at Jobs@healthleadershiphighschool.org

- Letter of interest demonstrating qualifications and experience
- Current resume or curriculum vitae
- 3 references – direct supervisors preferred
- Copies of current license(s)

All applicants will be screened based on qualifications and experience. The most qualified applicants will be scheduled for position interviews. All other applicant submissions will be placed in a talent bank for future consideration.

To ensure safety for all students, all staff members will be fingerprinted. Background checks will be conducted on all school staff prior to their service as employees. At Health Leadership High School, we seek to embrace equity, diversity and inclusion. We strive to have employees who have a deep commitment to supporting youth and community as a whole. Health Leadership High School is proud to be an equal opportunity employer.