



AL FALAH ACADEMY

A full-time Islamic School in Gwinnett County

Spring 2023 Employment Opportunities

POSITION TITLE: Guidance Counselor

POSITION SUMMARY: To provide a comprehensive guidance and counseling program designed to address the social, emotional, educational and occupational needs of all students. Consult with teachers, staff, and parents to enhance effectiveness in helping students. To provide support to the educational program at the school.

QUALIFICATIONS: Master's Degree in Guidance & Counseling; school certification (Will consider a social work degree with a relevance to school guidance)

REPORTS TO: Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- To guide and counsel individuals and groups of students through the development of educational and social emotional learning, which may include:
 1. Counseling students with personal and psychological issues that affect their performance, behavior and socialization in school Providing counseling sessions, treatment plans, or workshops as necessary and establishing prevention programs and intervention plans;
 2. Meeting with students who are not thriving academically formulating a plan of action for success involving the student and the parent;
 3. Planning and/or promoting programs which enhance the academic, social or emotional growth of students, e.g., opportunities for student enrichment and/or remediation, and parent informational programs;
 4. Assisting students with looking at career and college major opportunities;
 5. Guiding and helping each student to develop and choose courses consistent with his/her interests, abilities and career plans;

6. Conduct in-service training sessions for teachers, students, and parents relative to using and implementing positive behavior strategies and methods within and out of the classroom;

- To facilitate small groups for individual students with identified, common needs
- To consult with and serve as a resource for students, staff and parents regarding developmental needs of students, which may include:
 1. Identification and referral of students for Child Study Meetings;
 2. Assist in creation of of Section 504 plans;
 3. Active participation in Special Education meetings
 4. Conference with individual students who have experienced a death in the family, divorce or serious illness and notification of their teachers.
 5. Work with teachers to better help them understand students with physical or emotional challenges.
- To refer students and parents/guardians to appropriate school and community resources;
- To evaluate and revise the building guidance and counseling program;
- To continue personal professional growth and development.
- Other duties as assigned by the administration

SKILLS REQUIRED:

- Establish and pursue goals to improve professional competence
- Strong interpersonal and leadership skills
- Work in a supportive and collaborative role with colleagues
- Maintain knowledge of current trends and practices in the counseling field
- Maintain and uphold ethical standards