



SPA

**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: School Counselor
Category: Certificated
Work Year: 200 Days
Supervisor: Principal or Designee

About SPA

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The position of School Counselor is responsible for supporting the academic and socio-emotional needs of students, using a strategic and systems-based process that reflects the overall school goals and the evolving needs of the community.

Key Responsibilities

- Design and implement a comprehensive school counseling program
- Develop and conduct parent information nights as appropriate for grade level and content
- Develop and monitor 7-year plans for each SPA student
- Develop and maintain current and appropriate resources for students and parents
- Oversee and provide information regarding ACT/SAT as appropriate
- Closely monitor all student academic progress to ensure every student is on track for graduation
- Support credit recovery plans as appropriate
- Provide individual and group counseling to students with identified concerns and needs as appropriate
- Implement an effective referral and follow-up process as needed for identified students
- Organize and update the school’s course catalog as appropriate
- Support master schedule and other student related scheduling and placement issues as appropriate
- Maintain membership and participation in the school’s SART team
- Support the development, implementation, and ongoing management of a comprehensive Multi-tiered System of Supports
 - Positive Behavior Supports
 - Response to Intervention and Instruction
 - Professional development
- Grow academic enrichment and after school programs to address schoolwide needs

- Respond to data relative to student behavior, school culture, suspensions, expulsions, and attendance
- Conduct conflict mediations as needed
- Participate in the collaborative development and orchestration of parent education initiatives to support student success in the areas of academics, behavior, and attendance
- Oversee and coordinate the English Learner program including compliance and reporting
- Guidance
- Manage the recruiting, vetting, and hiring of all guidance staff
- Supervise and support all guidance personnel
- Support the design and implementation of summer orientation and walkthrough registration
- Develop a counseling/guidance intern program
- Manage the implementation and monitoring of individual student learning plans (inclusive of 504s)
- Support master schedule development and other student related scheduling and placement issues
- Work with the administration to develop and maintain applicable SPA Handbooks
- Write and submit newsletters, grant applications, reports, and other documents as directed
- Teacher classroom observations
- Staff evaluations as designated
- Student supervision and discipline support as needed
- School and community event attendance
- Support, collaborate, and cross-train with the administrative team
- Other duties as assigned

Qualifications

- Minimum Bachelor's degree from an accredited four-year college or university
- Valid California Pupil Personnel Services credential with School Counseling Authorization
- Two years of successful school counseling experience preferred
- Track-record of high achievement with students