



## TULSA LEGACY CHARTER SCHOOL POSITION DESCRIPTION

*We prepare our students for college through a rigorous arts-infused program.*

### VISION

All students will be taught by an outstanding teacher in a nurturing environment. Every student will achieve at high levels and develop the knowledge and values necessary for responsible citizenship and lifelong learning. The impact of our collaborative efforts will fundamentally change public education.

### CORE VALUES

Work hard. Get smart.  
Graduate from college.

High expectations  
equal results.

Nothing less  
than excellence.

Today is the day  
we make it happen.

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**Title: GUIDANCE COUNSELOR**

**Reports To: Principal**

### ESSENTIAL QUALITIES

*Tulsa Legacy Charter School (TLCS) school counselors are more than staff members. They help transform children's lives by creating opportunities for a brighter future. We are seeking a counselor who will make the commitment to teach with determination, integrity and purpose, embodying these essential qualities:*

- Past experiences and actions reflect a commitment to the TLCS mission, vision, core values
- A passion and ability to build and sustain the TLCS K-12 model in a high need, urban environment
- Work in schools that demonstrates a sense of urgency and the relentless pursuit of high academic student achievement
- Reflective, self-aware and adaptable to communication and work styles of others
- Critical thinker and problem solver who takes initiative
- Belief in the power of collaboration and works to build a collaborative culture with TLCS community, staff, families and students

### ESSENTIAL FUNCTIONS

*A Tulsa Legacy Charter School school counselor provides support services to students. Support services include referrals, counseling, assessment, diagnostics, and report writing. This work takes place at the school site. All school counselors' actions must always be aligned with our mission, vision, core values and education program. The essential functions for our school counselors are as follows:*

- Completes assessments, referrals, and counseling with students.
- Consults with other professional staff, outside agencies and other organizations.
- Serves as a member of school-based teams to provide support to students and confidential guidance to staff.
- Counsels students individually or in groups.
- Meets with staff to discuss strategies for certain student(s).
- Communicates progress and developments with parents as needed.
- Serves on the school's Response to Intervention Team.

### Examples of Work:

- Completes written reports of all cases and meetings.
- Interviews students, families, and staff.
- Makes oral presentations of assessments, diagnostics, and observations, in accordance with all confidentiality laws and regulations.
- Collaborates with teaching staff to determine the best setting to meet student needs (i.e., individual counseling, social skill development groups, mentoring classes).
- Completes other reports as may be required by federal, state, or local agencies, laws, and regulations.

### MINIMUM QUALIFICATIONS

**EDUCATION:** Master's degree in the field of counseling, MSW preferred

**EXPERIENCE, KNOWLEDGE & SKILLS:**

- Three (3) years prior experience providing the service required by this position, including at least three years of experience working with and counseling children preferred.

- Holds a license from the State to provide services as a Licensed Counselor.
- Strong desire to work within an innovative, urban educational program
- Strong interpersonal skills; personal organization skills.
- Knowledge of appropriate counseling procedures.
- Knowledge of applicable federal and state statutes dealing with privacy, care and protection abuse.
- Ability to diagnose emotional, personal, and social issues using DSM
- Ability to make referrals to appropriate staff members and other agencies and organizations.
- Highly effective writing, oral and interpersonal skills to communicate with a varied audience
- Computer skills including word processing, database, and spreadsheet are required.

## HUMAN RESOURCE INFORMATION

**EVALUATION:** Goal based, with at least two written evaluations per academic year by Principal.

**EMPLOYMENT AND BENEFITS:** Per company policy

**CLASSIFICATION:** Full-time, Full-Year, and Exempt