Counselor for High School Placement (part-time)

About Yellowstone Academy

Yellowstone Academy is a private, faith-based school founded in July 2001 to provide a high quality education for students living in extreme poverty. Yellowstone strives to provide its students with the academic, spiritual, social, and practical tools they need to overcome their circumstances and reach their full potential. Our ultimate goal is to help students become confident, self-directed, responsible citizens who are equipped to succeed in today’s society and economy.

Essential Job Functions

- Coordinate 8th grade parent and student meetings in order to implement the High School Transition Plan, including but not limited to:
  - Working with the Director of Program Advancement on agenda of meetings
  - Working with the Director of Program Advancement and Principal to schedule date, time, and location of meetings
  - Notifying parents/guardians and students of meeting requirements
  - Preparing any needed hand-outs

- Coordinate school visits and visits for students and parents/guardians to school fairs and appropriate informational meetings and activities, including but not limited to:
  - Researching appropriate school fairs, meetings, and activities
  - Notifying parents/guardians and students of these
  - Assisting with and/or arranging registration and transportation
  - Securing needed permission slips
  - Attending the HISD School Choice Fair with 8th grade parents and students in Fall 2017
  - Choosing high schools for grade level, small group, and individual visits and make appropriate arrangements with the schools
  - Coordinate with middle school team to schedule the teachers who will assist with supervision for the trips that occur during the school day

- Conduct education and training sessions for eighth grade students on process of school choice, application process, visits and interviews, including but not limited to:
  - Working with Director of Program Advancement to use established curriculum
  - Working with the Director of Program Advancement and Principal to schedule date, time, and location of sessions

- Work with Yellowstone’s technology specialist to set up a Yellowstone email for each 8th grader

- Meet with the Middle School team and Director of Program Advancement to become familiar with the family situation, academic performance, and discipline record of each eighth grader; keep updated on this information throughout the school year.
• Meet individually with each eighth grader and parent or guardian by end of October to determine the high schools to which each student will apply, including but not limited to:
  o Determining the public school to which each student is zoned
  o Making students and parents/guardians aware of the choices for high school
  o Working with students and parents/guardians to make certain that each student applies to a variety of schools, taking into account abilities and interests, academic and discipline record, and transportation needs
  o Meet additional times in person or by phone as needed throughout the year

• Coordinate the high school application process, including but not limited to:
  o Keeping a calendar of application and lottery dates and deadlines
  o Assisting parents/guardians and students with completing applications for admission, lottery, financial aid, and admissions/placement testing
  o Providing copies of needed documents from Yellowstone such as report cards, testing results, and teacher recommendations
  o Assisting with submission of applications, whether on-line, by mail, or by hand-delivery
  o Confirming admission decisions of the high schools
  o Assisting parents/guardians and students with the paperwork required to accept or turn down a placement
  o Assisting parents/guardians and students with the enrollment process.

• Work with the middle school teachers and staff members on required teacher/staff recommendations for eighth grade applicants

• Coordinate high school admissions testing, interviews, and "shadow days," including but not limited to:
  o Working with parents/guardians and students to schedule dates and times
  o Arranging transportation
  o Securing needed permission slips and paper work
  o Making certain students have all needed materials, uniform/clothing, and supplies

• For each eighth grader, keep a record of parents/guardians, updated address and phone numbers, zoned school, each high school to which he or she applied, acceptances or denials from each school, and name of high school student will attend.

Supervisor

Director of Program Advancement

Yellowstone Academy is a non-denominational Christian school and all employees must be professing Christians. Yellowstone Academy does not refuse to hire and does not release any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of the individual’s race, color, sex, or national or ethnic origin. Nor does Yellowstone Academy limit, segregate, or classify its employees or applicants for employment opportunities or otherwise adversely affect the status as an employee because of the individual’s race, color, sex, and/or national/ethnic origin.