

 **LOCATION:** Pathway Academy, Big Spring, Texas

 **REPORTS TO:** Chief Operating Officer

 **SALARY:** Board Approved Pay Scale

ABOUT US

At Pathway Academy, we believe in the transformative power of education and are dedicated to unlocking the immense potential within every learner. Our mission is to cultivate an environment conducive for students to become the best versions of themselves through personal connections, individual instruction and servant leadership.

POSITION OVERVIEW

As an Academic Counselor at Pathway Academy, you will play a crucial role in supporting our students' academic success while addressing their mental, social and emotional needs. The ideal candidate is a compassionate and proactive professional who can provide comprehensive guidance and counseling services to students, helping them identify, manage and overcome issues that may adversely affect their academic success. The Academic Counselor will work closely with students to set academic goals, develop academic plans, and improve personal and social development.

KEY RESPONSIBILITIES

- Provide individual and group counseling services to students, addressing academic, personal, and social issues such as study skills development, peer relationships and family concerns.
- Develop and implement strategies to address students' academic challenges.
- Assist students in setting and achieving academic and personal goals.
- Monitor and track student progress, providing interventions and support as needed.
- Collaborate with teachers, administrators, and parents to support student development and address concerns.
- Assist students in developing effective study habits, time management, and organizational skills.
- Conduct workshops and seminars for students and parents on topics such as college and career planning, stress management, and effective communication.
- Maintain accurate and confidential student records in accordance with school policies and state regulations.

- Stay current with educational trends, resources, and best practices to enhance the academic counseling program.
- Advocate for students' needs and work to provide a protective and nurturing learning environment.

QUALIFICATIONS & SKILLS

- Master's degree in Counseling, Education, Psychology, or a related field.
- Valid Texas School Counselor Certification (or eligibility to obtain certification).
- Experience in academic advising, college counseling, or student support services.
- Understanding of Texas educational requirements and college admission processes.
- Excellent communication, interpersonal, and organizational skills.
- Ability to work collaboratively with students, parents, teachers, and administrators.
- Proficiency in using counseling software and technology to support student success.

ADDITIONAL INFORMATION

Pathway Academy does not discriminate on the basis of race, color, national origin, age, sex or disability, in admission or access to, or treatment of employment in its programs and activities.

This job description is not an employment agreement or contract and does not alter your status as an at-will employee. The foregoing statements describe the general purpose and level of work assigned to this position; they are not necessarily an exhaustive list of all responsibilities, duties or skills that may be required. Pathway Academy reserves the right to revise this job description at any time without notice.