



Job Description

Job Title: School Counselor Full-time (Non-Exempt)

Reports to: Youth Program Director

Salary Range (DOE): \$48,000-\$52,000 annually depending on experience

Deadline to Apply: Open Until Filled

Organizational Overview

Success Centers (SC) is a non-profit corporation founded in 1983 by Superior Court Judges who saw the need to improve the educational and vocational outcomes for the youth engaged in the juvenile justice and foster care systems. Since then, SC has grown to provide comprehensive workforce development and education services to youth and adults who face multiple barriers to career development. SC envisions a vibrant and just society that inspires individual transformation, and understands the key role that workforce development plays in creating meaningful and productive lives.

Position Overview

The School Counselor provides individual and group counseling to students in need of additional social-emotional support. School Counselors will work primarily with students on developing and implementing Individual Education Plans and general education needs, including obtaining their GED or High School Diploma. The School Counselor will communicate on-going student progress to parents/guardians, general education teachers, school administration, and other service professionals via progress reporting. This position also connects students to Job Readiness Training and other career pathway services.

Job Tasks

Specific responsibilities include:

- Work with Program Director to develop and implement Outreach Activities to identify young people who haven't finish high school and may be interested in the GED/High School Diploma program.
- Work with student to develop individualized educational plans and support their implementation

Administrative Offices • 146 S. Spruce Street • South San Francisco, CA 94080 • 415.688.7970

Career Center • 1449 Webster Street • San Francisco, CA 94115 • 415.549.7000

Education, Employment Training Center • 1245 Howard Street • San Francisco, CA 94103 • 415-575-0423

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- Provide students with counseling to support their graduation goals
- Examine student's records, conduct interviews and administer pre-test to students to measure their skills prior to the formal test date.
- Record case information, complete accurately all necessary forms.
- Gather documentation and information that assist students reenter school and matriculate into choose potential careers, post-secondary education, training programs or jobs.
- Provide resources and information about education and training programs for students interested in pursuing post-secondary studies.
- Provide students with consultation and references to determine career path.
- Connect students to Job Readiness Training and other career pathway services.
- In charge of the logistics of the program.
- Reports to the Program Director.
- Perform other duties as assigned.

Qualifications

- Effective Communication skills.
- Computer Literate
- Ability to establish rapport with high risk youth.
- Knowledgeably about GED testing system.
- Knowledge of the public, charter and community college systems.
- Knowledge of local community based organizations and their services
- Knowledge of various social service agencies (i.e, Juvenile Probation, Human Service, Mental Health Service systems).
- Familiar with a broad range of services for the target population.
- Excellent organizational skills.
- Proven experience in one-on-one interventions with young people.
- Ability to multitask and teamwork.
- Spanish speaking desirable.
- California driver's license a must.

Success Centers is an equal opportunity employer. To apply please forward your resume and a cover letter to mrinaldi@successcenters.org.

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