



## HIGH SCHOOL COUNSELOR (ACADEMIC) - Job Posting 1075

### MISSION STATEMENT:

Through our **E3** model at Dallas Community High School, we **ENGAGE** students by fostering curiosity, **EMPOWERING** them through meaningful, real-world learning experiences, and **EQUIP** them with the skills needed to make a positive impact in their communities.

### ABOUT US:

Dallas Community High School (DCHS) is an in-person public charter high school focused on project-based learning. Students engage in real-world, hands-on projects that empower them to take ownership of their learning and equip them with skills for life beyond high school. Our work is grounded in the E3 model—engage, empower, and equip.

### JOB DESCRIPTION:

The High School Counselor plays a central role in supporting students' academic progress, social-emotional development, and future readiness. Within our project-based learning (PBL) environment, the counselor helps engage students through relational support and reflection, empowers them to take ownership of their learning journey, and equips them with individualized graduation plans and post-secondary tools that pave the way to career, college, and life success.

### KEY RESPONSIBILITIES:

The key responsibilities include, but are not limited to the following:

- **Student Engagement & Support:**
  - **Engage:** Build meaningful, inclusive relationships with students to support emotional well-being and a strong sense of belonging.
  - **Empower:** Provide individual and small-group counseling around topics such as stress, self-advocacy, relationships, and life transitions.
  - **Equip:** Identify and support students experiencing barriers to learning through data-informed referrals, behavior interventions, and wellness planning.
- **Academic Advising & Graduation Planning:**
  - **Engage:** Collaborate with students, families, and teachers to co-develop personalized four-year graduation plans aligned with student interests and state requirements.
  - **Empower:** Monitor credit accrual, progress toward graduation, and academic standing to ensure timely interventions and goal setting.
  - **Equip:** Guide students through transcript review, credit recovery, course selection, and exhibition alignment as part of their graduation portfolio.
- **Career & College Readiness:**
  - **Engage:** Introduce students to diverse post-secondary pathways through workshops, site visits, and guest speakers.
  - **Empower:** Support students through the college application process, job exploration, and vocational training options.
  - **Equip:** Assist students with scholarship searches, financial aid (FAFSA/ORSA), resumes, interviews, and letters of recommendation.
- **Crisis Response & Mental Health Collaboration:**

- **Engage:** Serve as a first point of contact in student crises, responding with care and urgency.
- **Empower:** Collaborate with staff, families, and external providers to create and implement individualized support plans.
- **Equip:** Maintain documentation and processes to ensure legal and ethical compliance in school-based counseling services.
- **Collaboration & School Culture:**
  - **Engage:** Contribute to a positive school climate through participation in school-wide events, advisory programming, and student exhibitions.
  - **Empower:** Advocate for equity and inclusion through trauma-informed and culturally responsive counseling practices.
  - **Equip:** Use data, student feedback, and professional learning to improve school systems and outcomes for all learners.

#### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Master's degree in School Counseling or a related field.
- Holds a valid TSPC license with a School Counselor endorsement.
- Minimum of two years of counseling experience in a school setting, preferably high school or alternative education.
- Proven knowledge of Oregon diploma requirements and graduation planning.
- Familiarity with project-based learning, performance assessment, and student exhibitions is preferred.
- Strong collaboration, communication, and leadership skills.
- Strong understanding of adolescent development, mental health, and equitable counseling practices.
- Commitment to equity, inclusion, and culturally responsive practices.

#### **BENEFITS:**

- Benefits include employer-paid health and dental insurance for the employee, or a paid opt-out option.
- Enrollment into the PERS program (Public Employees Retirement System)
- Competitive salary based on experience.
- Supportive work environment and the opportunity to make a positive impact on students' lives.
- A small school setting with the advantage of small class sizes and a strong sense of community where relationships and student growth truly matter.

#### **TO APPLY:**

An application can be found on the website at [Dallas Community School Employment Application](#). Please download and provide detailed information on education, training, and experience as it relates to this position. This information can affect initial salary placement.

Email the following documents to [hirwin@dallascommunityschool.org](mailto:hirwin@dallascommunityschool.org)

1. Completed Application
2. Cover letter
3. Resume

Dallas Community School gives employment preference to qualifying veterans and disabled veterans as per Oregon law. To claim this preference, submit a DD Form 214 or 215 and/or a recent letter from the U.S. Department of Veterans Affairs with your application. The school values diversity and prohibits discrimination and harassment based on age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

#### **EMPLOYMENT:**

Upon offer of employment, a background check and fingerprinting may be required and processed through the school in accordance with state requirements.

Dallas Community School reserves the right to extend the closing date, withdraw, or otherwise revise this position.

<b>Location:</b>	Dallas Community High School
<b>Salary Range:</b>	\$56,000-\$71,000 (Based on Experience)
<b>Position Type:</b>	Certified
<b>Shift Type:</b>	Full-Time, Exempt (1.0 FTE)
<b>Position Closes:</b>	When Filled