



# Student Support Counselor

2021-2022 School Year

## **SUMMARY:**

Rainier Prep is seeking an exceptional Student Support Counselor who wants to be part of creating an excellent school that will deliver radically different results for students who have the most obstacles to a college degree. This position requires a self-motivated, collaborative professional who has proven ability to successfully work with diverse stakeholders, create effective communication, manage technology, and develop comprehensive systems, policies, and procedures. This role is responsible for setting the tone of the management of daily school operations and business functions. We're looking for someone with experience improving systems and processes and is able to communicate clearly to many different stakeholders. This person will thrive in a demanding and team-oriented culture. Black, Indigenous, and people of color are strongly encouraged to apply!

## **ABOUT RAINIER PREP:**

Rainier Prep is a rigorous college preparatory 5th – 8th public charter school located on the border of South Seattle and Burien, WA. We believe in the inherent capacity of every student to succeed in a college prep environment. Rainier Prep aims to achieve radically different outcomes for students who experience the most obstacles to college degrees and representation in leadership positions. Rainier Prep opened its doors for the first time in the fall of 2015. Modeled on some of the highest performing charter schools around the country, Rainier Prep's outstanding faculty and staff are transforming the expected educational outcomes for low income, students of color and immigrant students, committing to college and career readiness for each of our students.

## **MAJOR RESPONSIBILITIES:**

Student Support Counselors provide one on one guidance to students throughout the school day. They are an integral part of increasing student engagement and facilitating successful academic outcomes. The roles and responsibilities listed here represent the current scope of the role within our organization. These responsibilities and duties are likely to be changed or added throughout employment. The Student Support Counselor reports to the School Principal and works closely with the student support position.

### **Daily School Operations**

- Monitor procedures--such as arrival, breakfast, lunch, recess, and dismissal--to ensure they run smoothly, efficiently, and on-time while also soliciting feedback from other members of community to make improvements
- Assist teachers in providing academic individual and group instruction as appropriate
- Provide direct behavioral intervention/modification for students that decreases engagement in disruptive, harmful or negative behaviors and increases engagement



- in positive replacement behaviors
- Provide crisis management and intervention for students, including risk assessment, crisis counseling, creation of behavioral plans, and/or physical management through Crisis Prevention Institute's (CPI) crisis prevention model
- Lead small groups of students in activities to enhance their academic, behavioral, and interpersonal and social skills
- Assist in monitoring students' progress toward their goals through formal documentation methods
- Collaborate with a multidisciplinary team to ensure that all students get the support they need to achieve academic and personal success at school
- Coordinate and collaborate with parents, classroom teachers and other providers in order to transfer skills and build capacity
- Implement broader classroom or school-wide interventions, including trauma-informed practices and aspects of the PBIS framework

#### **MINIMUM QUALIFICATIONS:**

- Associate in Arts (AA) Degree
- Proof of Covid-19 Vaccination
- Strong technology skills, ability to adapt quickly and learn new technology, and proficiency in Google Suite and Microsoft Office (Word, Excel, PowerPoint)
- Excellent relationship building and communication skills with adults and students from diverse backgrounds
- Detail-oriented, team player who consistently takes initiative

#### **PREFERRED QUALIFICATIONS:**

- Experience with Applied Behavior Analysis (ABA)
- Fluent in Somali, Amharic, Spanish or Vietnamese
- Bachelor's Degree
- Previous experience in school setting

**JOB TYPE:** Temporary (21-22 SY), Full-time, Typical Hours: Monday-Friday, 8am-4pm

#### **SALARY:**

Starting salary range \$40,000-\$50,000, commensurate with qualifications and experience. Benefits such as time off during school vacations/holidays, health, dental and vision insurance, and retirement will be included with full-time employment.

#### **HIRING PROCESS:**

Go to [www.rainierprep.org/careers](http://www.rainierprep.org/careers) and click "apply here" to begin the application process. Then email a cover letter and resume to [apply@rainierprep.org](mailto:apply@rainierprep.org). Please reference **Student Support Counselor** in the subject line. Rainier Prep will invite selected candidates for interviews. The



selection process will continue until the position is filled. Hiring is contingent upon successful completion of employment and certification verification (if applicable), fingerprinting, etc.

**EQUAL EMPLOYMENT OPPORTUNITY COMMITMENT:**

Rainier Prep is an equal opportunity employer, and thus affords equal employment and advancement opportunity to all qualified individuals without regard to race, creed, color, religion, national origin, ancestry, gender, sexual orientation, pregnancy, age, disability, marital status, medical condition, or any other classification that is protected under applicable local, state or federal law.

**NONDISCRIMINATION STATEMENT:**

Rainier Prep will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. Rainier Prep will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. Rainier Prep programs will be free from sexual harassment. Auxiliary aids and services will be provided upon request to individuals with disabilities. The below listed compliance officers have been elected to handle questions, comments, and complaints of alleged discrimination. They are available at 10211 12th Ave S. Seattle, WA 98168 or by phone at (206) 494-5979

- Title IX Coordinator: Kamille Dye, kdye@rainierprep.org
- Section 504/ADA Coordinator: Morgan Fernandez, mfernandez@rainierprep.org
- Civil Rights Compliance Coordinator: Kamille Dye, kdye@rainierprep.org