

**College Counselor and Counseling Liaison
(New Position)**

Houston Academy, Dothan, AL

Job Description:

Houston Academy is a premier independent, college preparatory school located in Dothan, AL. Houston Academy seeks a highly organized, detail-oriented, and service-minded College Counselor and Counseling Liaison. This individual will plan and assist with events, classroom guidance, and individual meetings with students. The individual will be instrumental in the implementation of Houston Academy's comprehensive Life Skills program and in facilitating schoolwide engagement through our House System, working with students from 3P to 12th grade. The position is a twelve-month position.

This person will report directly to the Dean of College Counseling and Head of School.

Educational/Professional Requirements:

- At a minimum, a master's degree in School Counseling.
- Preferred ALC, LPC.
- Discretion when handling sensitive or confidential information.
- Demonstrates flexibility and professionalism.
- Strong attention to detail and organizational skills.
- Effective written, verbal, and interpersonal communication.
- Ability to research and stay informed on college admissions trends.
- Strong time management skills.

Job Duties:

College Counselor

- Primarily responsible for 9th and 10th grade students, including:
 - o providing short-term counseling, making referrals for long-term needs;
 - o meeting individually with students in preparation for course registration;
 - o conducting classroom sessions based on strategic initiatives ;
 - o utilizing Scoir, PowerSchool to monitor, record student progress, achievement; and
 - o communicating with students and families regularly.

Counseling Liaison

- Developing, participating in Counseling-sponsored events, including Career Events, College Tours, Short Term, Awards Day, standardized exams, etc.
- Working with students in 3P-12th, specifically around transitions, orientations, etc.
- Serving as a point person for the Houston Academy Life Skills Program and House System.

Salary will be commensurate with degree level and teaching experience.



Houston Academy is a member of the National Association of Independent Schools, the Southern Association of Independent Schools, and the Alabama Association of Independent Schools.

Houston Academy is an Equal Opportunity Employer. It strives to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, sex, religion, national origin, age, sexual orientation, handicap or disability in accordance with applicable federal and state laws. It is the intent and resolve of Houston Academy to comply with the letter and the spirit of the law in the implementation of all facets of equal opportunity. This equal opportunity policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, compensation and training.

If interested in this position, please email your vitae, list of references, and a personal/educational statement to Dr. Vincent Janney at janneyv@houstonacademy.com. For more information, please visit our website at www.houstonacademy.com and our Facebook page.