

Academic Counselor

*Minimum Qualification: Bachelor's degree and 2 years of experience in counseling or social work

Similar to that of a school counselor, the academic counselor at a CTY day site provides short-term, goal-focused counseling services to students and supports instructional staff in meeting the social, emotional, and educational needs of students. The academic counselor observes classes, participates in student activities, facilitates workshops for students and staff, and maintains regular office hours. This position is often a point of contact for families and assists in coordinating efforts to accommodate students with disabilities and special needs. The academic counselor may need to spend additional time outside of core work hours in the evenings and on weekends as necessary to complete paperwork and other administrative tasks. In addition, the academic counselor may need to arrive earlier and/or depart later to assist with the before- and after-care program.

Sample Daily Schedule

Here's what a day in the life of an Academic Counselor looks like. Exact schedules will vary from site to site.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Administrative roles may be required to work the Saturday at the end of the session, as needed. Administrators also rotate before and after-care coverage during the session from 7:30-8 a.m. and 4:30-5:45 p.m.

At day sites that operate two sessions, administrators will be required to work the weekend between the two sessions, as needed.

Morning

- Work Before Care one day per week beginning at 7:30 a.m.
- Meet with instructors and PAs individually before students arrive at 8 a.m.
- Assist with students' arrival
- Attend the Program Assistants' meeting to listen and offer support
- Visit classes
- Complete paperwork

Afternoon

- Help monitor lunch and recess
- Attend the daily administrative team meeting
- Visit classes
- Talk to students and/or staff about any issues
- Assist with student departure

- Work After Care one day a week until 5:45 p.m.