



Leflore Legacy Academy

Our Purpose. Your Promise.

College and Career Counselor

Do you want to help build a game-changing school?

Leflore Legacy Academy was unanimously approved by the MS Charter School Authorizer Board in September 2019 and will open in Greenwood, MS to 120 6th grade students in Fall 2020. We will grow one grade level a year until we reach 8th grade in the 2022-23 school year. Leflore Legacy Academy has a passion and desire to offer equitable education options to students in the MS Delta beginning with Greenwood. We believe every student deserves a top-notch education and simultaneously seek to create one of the best places to work in the Greenwood area.

Our Mission

We believe education is THE civil right of the 21st century. Our mission is to equip and empower middle school students with a rigorous and relevant college preparatory education that is personalized for success in high school, college, and life. This mission leads to our vision of creating culture of college-going and college-graduating students who will become productive and prepared citizens enjoying academic, social and financial success.

At Leflore Legacy Academy, we count on every adult to exhibit our core values of **Excellence, Empowerment and Enjoyment!**

Position Summary

The College and Career Counselor will organize, maintain and operate a College & Career Center and provide a wide variety of career information and materials; communicate with students, faculty, parents and community representatives concerning career planning and college entrance.

Competencies & Qualifications:

- Bachelor's degree in education, counseling, or similar. Master's preferred.
- Experience working with schools and/or non-profits preferred.
- Knowledge of the MS Student Information System or ability to learn the system quickly.
- Commitment to the MS Delta Academies mission.
- Oral and written communication skills.
- Record-keeping abilities.
- Familiarity with or connection to the MS Delta region is also preferred.

- Must be able to establish and maintain cooperative and effective working relationships, analyze situations accurately and adopt an effective course of action, meet schedules and time lines, and work confidentially with discretion.
- Prefer someone with knowledge of career and occupational resources, trends, and opportunities, college entrance requirements and procedures, college admission requirements, financial aid requirements, and training necessary for future careers.

Responsibilities:

- Provide career and college entrance information and assistance to students, teachers, parents.
- Coordinate day-to-day operations and schedule activities, programs and speakers.
- Prepare career education and instructional materials for use by teachers and students.
- Assist students in locating and using college/career information as needed for research, assignments and post-high school planning.
- Obtain, organize, file and display guidance materials; catalog and prepare for use by students; maintain displays and bulletin boards.
- Plan, organize, develop and implement career events and publications; prepare letters, flyers, mailers and other materials to publicize services, resources and speaker programs.
- Contact, schedule and arrange guest speakers to present information regarding specific occupations.
- Schedule visitations by representatives from local colleges; organize, coordinate and publicize career-related events and other opportunities for students to learn about higher education and vocational training.
- Develop and maintain a current and comprehensive occupational library including information on careers and career clusters, employment prospects and trends and employment requirements and opportunities; obtain and circulate current college catalogs.
- Provide information concerning scholastic aptitude and achievement tests; assist students with applications and scheduling; distribute test results as appropriate.
- Prepare and deliver informational presentations as requested; orient students to Career Center resources and services.
- Plan and conduct Career Days, Career Month, Teen Job Fairs, or College Fairs.
- Attend meetings, conferences and seminars regarding career trends, college entrance and financial aid.

The Compensation

Within an energetic, focused, and detail-oriented start-up environment, we equip staff with the tools needed to succeed, including a dedicated professional workspace and resources, laptop computer, high-speed internet access, and necessary office supplies. Our salary is competitive, commensurate with experience, and includes benefits.

Commitment to Diversity

Leflore Legacy Academy is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Leflore Legacy Academy hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.