

# School Counselor Internship Position

If you are looking for a school counseling internship that will offer a rich and rewarding experience within education, then Fischer Middle School & Renaissance Academy are the schools for you. Both schools are located on the East Side of San Jose within the Alum Rock Union Elementary School District (ARUSD). At our schools you will have the opportunity to work with students, grades 6th – 8th, on their academic and social growth in creative ways. You will have an opportunity to apply strategies as well as learn a little about yourself in the process. The end result being the reward of seeing your students succeed and grow, knowing you played a key role in their lives as their counselor intern.

## **PURPOSE:**

Utilizing leadership, advocacy, and collaboration, school counselor interns promote student success, provide preventative services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social (limited) development for all students.

## **REPORTS TO AND WORKS UNDER THE DIRECTION OF:**

Fischer Middle School- Ms. Lauren Chapman MA, PPSC (1-2 counseling intern position)

Renaissance Academy I & II- Ms. Sarah Kretovics MA, PPSC (2-4 counseling intern positions)

## **Individual Student Planning**

1. Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
2. Accurately and appropriately interprets and utilizes student data (i.e. transcripts, CST scores, Individual Education Plan, CELDT scores)
3. Collaborates with parents/guardians and educators to assist students with educational and career planning.
4. Provide guidance for high school planning and the magnet school application process.

## **System Support**

1. Uses available technology resources to enhance the school counseling program. (i.e. education planner, California reality check, californiacolleges.edu)
2. Assist teachers, parent/guardians and other stakeholders in interpreting and understanding student data.
3. Assist with all levels of coordination for
  - a. Student recognition programs
    - i. Honor Society Night
    - ii. Student of the Month
    - iii. Student Ambassadors
    - iv. Career Day
    - v. College Night
    - vi. Leadership program

## **Accountability**

1. Monitors student academic performance, behavior and attendance and assists with appropriate interventions.
2. Maintain records consistent with ethical and legal guidelines.
3. Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
4. Participates in professional development activities to improve knowledge and skills.

### **Adaptability Requirements:**

This position requires a high degree of adaptability. Counselor Interns will be faced with a variety of issues on a day-to-day basis and will be expected to respond to these issues appropriately. Being able to work independently & have the ability to seek help/ask questions when needed is a must for a successful internship.

### **Knowledge, Skills, and Abilities:**

- Good working knowledge of Microsoft Word, Mail Merge, Publisher, Power point, Excel & Google Drive
- Comfortable with communicating via technology
- Excellent communication skills
- Attention to detail and follow-through on tasks
- Creative problem solver
- Flexible

### **Logistics:**

Work Year: August 2016-June 2017 (ARUSD full academic year plus orientation in August)

Hours: 15-20 Hrs Week (minimum 2.5-3 days/week)

Compensation: \$2000 Stipend/Year

Length of Internship: 2016-17 academic school year (mid-August to mid-June, exact dates TBA)

Internship meets requirements for Pupil Personnel Service Credential. Field supervision included & provided by School Counselors.

### **Preferred, but is not required:**

- Bilingual
- Prior experience in a counseling setting

### **You will be trained on, gain experience in, or observe:**

- eSchool Plus (educational database)
- CASHEE and A-G requirements
- Goal Setting and behavior modification
- CPS reporting
- Suicide Assessments
- Crisis intervention
- Positive parent communication
- School wide event planning
- Referral Process to Community Agencies
- Counseling Presentations

### **How to apply:**

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Please send a cover letter and resume to BOTH:

lauren.chapman@arUSD.org & sarah.kretovics@arUSD.org

More information about the school can be found at:

Fischer Middle School: <http://www.arUSD.org/fischerms/site/default.asp>

Renaissance Academy: <http://www.arUSD.org/renaissancea/site/default.asp>

Please be aware, we will be conducting interviews starting the end of May/June. Please email us a cover letter and your resume if you are interested in the position.