

# **Renaissance Academy I & II**

## **School Counselor Internship Positions**

If you are looking for a school counseling internship that will offer a rich and rewarding experience within education then Renaissance Academy I & II are the schools for you. Both Renaissance I & II are small public schools with a social justice emphasis 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:**

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, GPA, CAASPP scores, Individual Education Plan, 504p plans, SST, ELPAC scores)
3. Collaborates with parents/guardians and educators to assist students with educational and career planning.
4. Provide guidance for high school planning and private / 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 & school wide events
    - i. Student Ambassadors
    - ii. Career Day
    - iii. Community Resource Fair
    - iv. Promotion Presentations
    - v. Leadership program / PTO Collaboration

### **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 (sheets/Docs/slides etc)
- Comfortable with communicating via technology
- Excellent communication skills
- Attention to detail and follow-through on tasks
- Creative problem solver
- Flexible

### **Logistics:**

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

**Compensation: \$2000 Stipend/Year**

**Length of Internship: 2018-19 Full Academic School Year & 6<sup>th</sup> grade Orientation & Counselor Intern Training in August (early-August to mid-June, ~8/1/19-6/12/20) \*Will consider modified semester internships without a stipend, if requested-but not preferable\***

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

### **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)
- High School Graduation & A-G requirements
- Goal Setting and behavior modification
- CPS reporting
- Suicide / Self Harm Assessments
- Crisis intervention
- Conflict Resolution
- Positive parent communication
- School wide event planning
- Referral Process to Community Agencies
- Analyzing & using data in the counseling setting
- Restorative Justice (SEEDS)

### **How to apply:**

Please send a cover letter and resume to: [Sarah.Kretovics@arUSD.org](mailto:Sarah.Kretovics@arUSD.org)

More information about the school can be found at:

Renaissance Academy I & II: <http://www.arUSD.org/renaissance/site/default.asp>

Please email a cover letter and your resume if you are interested in the position I will respond with some dates and times to set up an interview.