



**OUR MISSION:** Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

**OUR VISION:** Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering social emotional development, character, sports, and nature.

## **JOB TITLE: MIDDLE SCHOOL COUNSELOR**

**REPORTS TO:** Principal

### **EDUCATION and SKILL REQUIREMENTS**

- Must have Degree – Preferably counseling, psychology or social work
- First aid/CPR certification preferred or to be acquired within three (3) months
- Excellent written and oral communication skills
- Basic computer skills
- Demonstrated experience in effectively solving challenging problems through a positive, collaborative approach

### **TYPICAL DUTIES & RESPONSIBILITIES**

- Provide social and emotional counseling for middle school students
- Teach classroom lessons (1 class per day) tied to curricular and school climate themes and goals
- Provide academic counseling to middle school students
- Carry out the day-to day activities with our middle School students
- Communicate with parents and teachers as needed
- Assist middle school students with yearly course selection & scheduling
- Assist students with schedule changes
- Attend middle school team meetings
- Participate in Master Schedule development
- Maintain student record-keeping in student record system – Infinite Campus
- Other duties as assigned by the Principal or Middle School Assistant Principal

### **PROFESSIONAL RESPONSIBILITIES**

- Establish and maintain positive and effective working relationships with students, parents, staff, school community and administration
- Perform responsibilities without close supervision
- Excellent interpersonal skills, conflict management skills, and creative problem-solving skills
- Observe all Ben Franklin Academy policies and procedures
- Participate in professional growth opportunities
- Recognize problems and actively contribute to their resolution
- Collaborate with others to fulfill school goals

- Demonstrate concern for students' health and safety
- Maintain effective communication with parents
- Dress in a professional manner
- Display a positive attitude

## **GENERAL RESPONSIBILITIES**

- Accept and fulfill assigned responsibilities and duties in a prompt and efficient manner
- Follow Board of Education policies, building procedures, and any other rules, regulations or procedures that may be established by the central or building administration
- Provide an environment that promotes the 13 virtues of Ben Franklin Academy which are:
- Temperance – Control is the key to improvement. Keep your words, actions, and temper in control.
  - Silence – There is a time and place to speak up and a time to listen. You learn more by listening than speaking.
  - Order – All things have their place. Keep your work area in order; keep your day in order.
  - Resolution – Keep your word. When you have a task, get it done. Turn in your homework on time and be prepared.
  - Frugality – Be frugal. Do not waste the school's resources. Respect what you have been given. Reduce, reuse, recycle.
  - Industry – Keep on task. There is a time for work and a time for play – do both with a good attitude.
  - Sincerity – Be kind. Say kind words and treat others as you want to be treated. Encourage each other to succeed.
  - Justice – Be respectful. Give everyone a chance to work or play. Give others a chance to express themselves. Share. Remember that others are counting on you, so live up to your duty.
  - Moderation – Keep yourself in balance. Focus both on accomplishing things in which you excel and those you do not. Try new things.
  - Cleanliness – Keep yourself and your work area clean. Keep your uniform clean. Keep your school clean. Keep your words clean.
  - Tranquility – Keep yourself from reacting poorly to others. People are not perfect and the world is not fair. Learn to deal with both despite imperfections. Be patient.
  - Chastity – Be pure in thought and deed. White lies, a little gossip, and small, mean words are painful and say more about you than about others. What you think about others is how you will treat them. Develop good thoughts and feelings toward all.
  - Humility – Be mindful of others before yourself. Treat them as you want to be treated. Think about how you can help others before being asked. Let others speak when it is their turn.

## **ESSENTIAL ENVIRONMENTAL DEMANDS**

- Frequent lifting - thirty-five (35) pounds
- Occasional lifting - fifty (50) pounds
- Constant standing, walking
- Frequent squatting, reaching, stooping

## **SUPERVISORY DUTIES**

- None

## **COMPENSATION**

- Starting salary of \$60,000 commensurate with experience and skill level
- Full time, 180 work days for 2024-25 school year
- Annual at-will employment agreement
- See salary schedule on our website for starting salary ranges dependent on experience.

## **BENEFITS**

- PERA (Public Employees' Retirement Association of Colorado)
- Medical (Anthem); Vision & Dental (Equitable)
  - 80% employee only premium paid by BFA
- Benefit stipend for all full – time staff
- Life Insurance, Long & Short-Term Disability (full premium paid by BFA)
- Sick Leave & Paid Time Off

For more information, please visit <http://www.bfacademy.org/careers/>

*Ben Franklin Academy is committed to compliance with all applicable equal employment opportunity laws, prohibiting discrimination on the basis of race, color, religion, ancestry, national origin, sex, marital status, disability, or age.*

*This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.*

*Ben Franklin Academy is a drug-free workplace.*