



Part -Time Personnel Job Description

Job Title: Part-time Counselor

Date: March 12, 2025

Department: Project HOPE / Reno Campus

Prepared By: Christina Ward

Reports Directly To: Instructional Director, Reno Campus

Position Closing Date: Position Open Until Filled

Hourly Wage: \$30.00/hr

☒ Exempt

☐ Non-Exempt

☒ Certified

☒ Grant Funded

Primary Function of Position: Will operate in a team environment to provide skilled/professional consultation, career advisement, guidance counseling, resources, and crisis intervention to students. Will maintain shared ownership and responsibility for student recruiting, enrollment and retention. Ensures HOPE students have a comprehensive developmental school counseling program that addresses academic, career and personal/social development of secondary students.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Coordinates and assists with student enrollment, including assessment of student needs, interests and abilities, Individualized Education Plan (IEP) and 504s, career advisement, guidance, counseling and career planning.
2. Coordinates and serves as a point of contact with high school counselors on student's plan of study, progress and needs.
3. Assists with applications and interview processes for students referred to HOPE.
4. Provides guidance and assistance to students applying for or obtaining financial assistance.
5. Promotes student success and instructor support by assisting in monitoring student progress, satisfaction, attendance, academic progress, and other factors impacting student performance.
6. Provides student guidance, counseling, and crisis intervention assistance to aid students in determining options.
7. Determines and facilitates student referral options for services relating to physical or mental health concerns, financial needs, other personal needs, or other Francis Tuttle services.
8. Develops and sustains student relationships with instructional and functional areas that facilitate services to customers.
9. Facilitates the infusion of monthly life skills and transition sessions.
10. Refers students and coordinate transition activities with tutors, college and career, and special service staff.
11. Develops, delivers, and evaluates student planning addressing academic goal setting and transition plans.
12. Develops and maintains community relationships and partnerships with schools, community-based organizations, and civic groups to promote Francis Tuttle's services, student graduates, and involvement with their organizations.
13. Consults and coordinates with Licensed Professional Counselors for student referrals.
14. Maintains proficiency with career counseling field and initiatives.
15. Attends relevant counseling professional development as requested, including but not limited to August Conference.
16. Maintains proficiency with changing software applications and computer programs at Francis Tuttle.
17. Ability to be present on the job as described under working conditions and contract details.
18. Other duties as assigned.

Knowledge, Skills, and Abilities:

- Master's Degree with Oklahoma School Counseling Certification required.
- LPC licensing preferred.
- Minimum of three years of successful experience in teaching and counseling required.
- Experience in career and technology education preferred.
- Ability to work independently with limited supervision and direction.
- Ability and desire to maintain/manage an efficient, well-organized office area.
- Ability to excel in a fast-paced work environment by prioritizing tasks and projects.
- Ability to understand and meet critical deadlines.
- Exceptional verbal and written communication skills.
- Strong written communication demonstrated in both letter and email.
- Proficiency all Microsoft Office components (Outlook, Excel, Word, Teams, PowerPoint).
- Ability to consistently deliver superior customers service and work quality to internal and external customers.
- Ability to manage multiple tasks or projects with a sense of urgency.
- Strong flexibility, time management, and organizational skills.
- Able to manage heavy workload and work outside of regular work schedule in order to accommodate special projects and departmental deadlines.
- Ability to cultivate, build and maintain strong long-term working relationship with individuals or organizations with diverse perspectives and backgrounds, adopting practices that promoted diversity and equity, consequently maximizing opportunities for student engagement and motivation.
- Anticipates needs, be resourceful and have the ability to build strong employee partnerships within the organization, as well as with partner schools and agencies.

Working Conditions:

Long periods of sitting and standing. Concentrated visual effort is required. Extensive communication with internal and external customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Part-time, personnel position reports directly to the Instructional Director, Reno Campus. Evaluated annually in accordance with the provisions of the Board's policy.

Contract Details:

Ten-month, grant funded, certified personnel position. Working August 1 through May 31 contract subject to annual renewal. Working days and hours are Monday through Friday, 8:00-4:30 working a minimum of 20 hours per week, not to exceed 29 hours per week. Part-time work schedule will be created with Instructional Director upon hire. Some evening and after hour events will be required throughout the year.

Francis Tuttle offers part-time employees, hired by the board of education in a regular, ongoing part-time position working a minimum of 20 hours per week, health and dental options covered at 50%, accrued paid time off for sick leave/school closure periods, and 100% pension contribution into the Oklahoma Teachers Retirement System.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

Equal Opportunity E-Verify Employer