



POSITION TITLE:

School Counselor (Transition)

REPORTS TO:

High School Principal

LOCATION:

Western Pennsylvania School for the Deaf, Pittsburgh, PA

JOB DESCRIPTION:

This is a 199-day exempt position. Responsibilities include assisting all high school students in post-high school planning, advises/assists students on/with: career exploration/choice, post-secondary training options, scholarships, financial aid, summer programs, employment, and referrals to adults services, assists the Language Arts teachers in the preparation of the student’s Senior Project, coordinates the Senior Project presentations with teachers and administrators including business writing, resumes, cover letters, etc., provides in-service training to staff related to student post-high school transition, coordinates and administers the scholastic tests (PLAN, PSAT, ACT, SAT) to students planning on attending post-secondary institutions, requests accommodations and provides documentation to support the request, coordinates the National Honor Society selection and induction ceremony, liaison with Forbes Road Career and Technology Center including coordinating placement of students, scheduling tours and shadowing for potential students, making special arrangements for NTHS induction and NOCTI testing, and handling all transactions/communications pertaining to Forbes CTC.

MINIMUM QUALIFICATIONS:

PA State Police Criminal Clearance, PA Child Abuse History Clearance, FBI Clearance, Act 82.

The individual must complete a program of education which includes a Master’s degree and certification in school counseling.

The Sign Language Proficiency Interview (SLPI) for this position is “Advanced.” The minimum level accepted at hire is “Intermediate.”

APPLICATION PROCEDURE:

Send letter of application and resume to:
Dori L. Bachar
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
dbachar@wpsd.org

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