

Lena Pope is accepting applications for a Guidance Counselor and 504 Coordinator. Interested candidates should email a cover letter, resume and submit an on-line application to [applications@lenapope.org](mailto:applications@lenapope.org). EOE

**POSITION TITLE:** Guidance Counselor/504 Coordinator

**SUPERVISOR:** CHA Principal

**PRIMARY FUNCTION:** Develop personalized achievement plans to promote student's academic, career, personal, and social abilities. Strategic planning which will meet federal and state requirements for grades 5-8 and promote a seamless transition between middle school and high school. Coordinate Response to Interventions (RTI's), Dyslexia, and 504 to ensure programs comply with federal, state, and local regulations. Collaborate in building strong systems to include data driven decision making, progress monitoring, evidence-based interventions, special education (504) eligibility components, and campus trainings. Provide leadership and direction through direct supervision & evaluation of certified faculty and staff; address discipline needs with students to promote positive campus culture.

**PRIMARY DUTIES:**

1. Develop long and short-term plans with individual students which are student/situation specific and designed to address academic, personal, and attendance needs in order to encourage maximum academic achievement and reduce dropout potential.
2. Develop grades 5-8 schedules that meet campus, state, and federal guidelines.
3. Consult with classroom teachers, specialists/interventionists, school nurse, administrators, and parents to meet the educational needs of all students.
4. Collaborate with diagnostician regarding management of 504 Parent Notice Forms, parental consent for evaluation for 504 eligibility, and 504 Procedural Safeguards.
5. Facilitate RTI, Dyslexia, and 504 meetings and assist campus team in writing individualized plans that consists of specific accommodations and/or modifications.
6. Facilitate and develop behavior intervention plans (BIPs) for 504 eligible students who demonstrate chronic behavior problems.
7. Utilize eSPED 504 to plan, report, monitor, and archive student data in compliance with all federal and state mandated regulations.
8. Evaluate certified teachers utilizing T-TESS.
9. Work closely with administrative team to ensure the use of best practices in a sound academic environment that promotes accountability in closing academic and achievement gaps.
10. Provide effective staff development activities that incorporate the mission of the school, program evaluation outcomes, and input from teachers and others.
11. Participate in new student enrollment process; review assessment records of all incoming students new to CHA.
12. Assist with student discipline, nurse's office, or student crisis evaluations when needed.

**QUALIFICATIONS:**

- Educational/Certification:
  - Master's Degree in Education- Counseling and Teaching Certification required.
  - Texas Principal Certificate & T-TESS certification preferred.
  - Driver's license required.
- Skills/Abilities:
  - 5 years classroom experience required, supervisory experience strongly preferred.
  - Strong oral and written communication abilities.
  - Ability to manage multiple projects simultaneously.
  - Excellent organizational skills.
  - Bilingual Spanish/English preferred.
  
- Other Requirements: Must have a driving record which is within the guidelines of the insurance underwriter. Must not have been charged with or convicted of a criminal offense that would disable the employment by failing to meet minimum standards as set by the Licensing Branch of the Texas Department of Family and Protective Services.

**LOCATION:** 4640 Sycamore School Road, Fort Worth, Texas 76133