



# Academic Counselors Liberty Partnerships Program

**Location:** Massena School District

**Position Summary:** The SUNY Canton LPP program works with numerous school districts and community-based organizations (CBO's) to deliver academic, career, college, social and emotional support to middle and high school students to graduate and enter the workforce and/or college. This position is responsible for providing services to students in grades 7 - 12 who are enrolled within the Massena School District. Duties include outreach, administering program assessments, planning and implementation of lessons, executing retention strategies, and working closely with students and families.

## Position Responsibilities

- Provide services that support student academic success including but limited to; mentoring, tutoring, study skill development, social skills development, college/career exploration, personal learning plan development, community services and enrichment activities.
- Plan and develop fieldtrips and other educational activities that would include summer and afterschool programming. These activities will include social and life skills improvement, academic assistance, community service, employment preparation, college readiness, enrichment or cultural activities, mentoring, civic service, leadership, sports and wellness, social and emotional skill development.
- Screen, assess, and act independently to provide student and family referrals to community-based organizations and collaborating agencies for assistance.
- Administer program assessments including interest inventories, personal learning plans, and social/emotional tests to students.
- Serve as an advocate for students to schools, teachers, counselors, etc. to help students succeed. Enhance collaborative relationships to maximize the student's and family's ability to access supportive services.
- Work closely with partner school staff and counselors to identify and case manage Liberty students.
- When appropriate, conduct home visits and maintain ongoing home contact.
- Attend regular staff meetings and participate in professional development activities.
- Submit monthly LPP data reports including student academic and enrichment activities, student contact hours, grades, attendance etc.
- Committed to professional growth which is in alignment with student success, college and career access.

## Essential Skills

- Must be able to work with a diverse and underserved population of students;
- Must have knowledge of workforce entry requirements and college admissions procedures;
- Be familiar with or have knowledge of prevention and intervention strategies for at-risk youth and families, principles related to youth development, program management, case management for at-risk youth and confidentiality requirements.
- Must have the ability to work well independently, as a team member and build positive relationships.
- Must have excellent organizational, interpersonal skills and communication skills both written and verbal;
- Demonstrated computer skills, Microsoft Office suite including One Drive and Outlook email functions, Microsoft Teams. Access database website/social media editing is considered an asset.

## Education/Qualifications

*Minimum Qualifications:* Bachelor's degree in Education, counseling, social work, human services or related field and one or more years of professional experience working in an educational setting or related field. Valid New York State drivers license.

*Preferred Qualifications:* Master's degree in Education, counseling, social work, human services or related field. One or more years' experience working with a grant; experience working with students identified as "at risk", low-income, or first-generation students.

**Hourly Rate:** \$23.00 - \$24.00

**Application Deadline:** Review will begin immediately and will continue until the position is filled.

Prior to a final offer of employment, the selected candidate will be required to submit to a background check including, but not limited to, employment verification, educational and other credential verification, and criminal background check. Persons interested in the above position should apply online at <https://employment.canton.edu/>

All appointments are contingent upon continued receipt of State funding and renewal of appointment is subject to the Research Foundation of SUNY policies and procedures, sponsor guidelines, and the availability of annual funding.

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