



# JOB DESCRIPTION

<b>NAME:</b>	
<b>TITLE:</b>	Counselor
<b>REPORTS TO:</b>	Assistant Principal of Student Services
<b>DATE:</b>	8/10/20

**Check applicable interactive boxes below:**

Exempt     Non Exempt     Full-Time     Part-Time (# hours: )

## **Primary Functions**

- Assist students in the areas of academic planning and in personal/social development.
- Provide individual and small group counseling in a variety of settings.
- Consult and collaborate with teachers, staff, and parents in understanding and meeting the academic, personal, and social needs of students in the school setting.
- Make appropriate referrals of students and parents to outside agencies and specialists
- Participate in activities that contribute to the effective operation of the school
- Pursue continuous professional growth to stay abreast of the school counseling field.
- Monitor and advise students and their parents as to progress toward promotion/graduation
- Prepare students for the transition to the next level of high school and post high school activities, especially college.
- Accepts responsibilities as assigned by the principal or Assistant Principal for Student Services as necessary.

## **Major Job Responsibilities**

### **A. Counseling**

- Provide individual planning sessions to students in the areas of academic planning and success, career awareness and social/emotional development in accordance with planned objectives (i.e. use of Family Connection, etc.) for the assigned grade level.
- Conduct structured goal-oriented counseling sessions in systematic response to identified needs of groups of students. Themes include academic skill building, social skill development, preparation for college, career awareness, conflict resolution, family issues, and making healthy choices.
- Assist in the transition from middle school to high school and to post-secondary high school options.

- Participates in the administration of all standardized testing as needed.
- Assists the Assistant Principal for Student Services with Freshman Registration and with Re-registration for current students
- Oversees graduation requirements and eligibility for student activities for each counselee.
- Interpret tests, student data, and other assessment results appropriately.
- Provide individual counseling in response to student and/or parental requests.
- Maintains a confidential student file for each counselee and contributes a written account of all counseling sessions with professional documentation.
- Maintains a phone log to document all phone contacts with parents, guardians, students, outside professional counselors

**B. Consulting**

- Provide information and skills to parents, school staff, administration and the community to assist them in helping students in academic, college, and social development.
- Assist parents in addressing school related problems and issues. Refer students and their parents, as needed, to appropriate specialists, special programs, and/or outside agencies.
- Inform students and their parents as to pertinent test results and their implications for educational and career planning.
- Consult with the Educational Plan Support Coordinator to support students with Educational Support Plans.

**C. Coordinating/Advocating**

- Advocate for equal access to programs and services for all students.
- Assist with the registration and re-registration of incoming freshmen and current students

**D. Curriculum Management/Delivery**

- Design, deliver, evaluate, and revise a planned sequential and developmentally appropriate school counseling curriculum to include lessons in academic success, preparation for college, career awareness and planning and personal/social growth and understanding.
- Deliver the curriculum in a systematic manner using diverse strategies and settings.
- Facilitate the instructional process in collaboration with school and community resources.

**E. Individual Planning**

- Systematically develop and evaluate planning for high school and post high school on an annual basis through individual planning which results in a written college/career/educational plan for each student.
- Address written objectives for each grade level.

**F. Managing**

- Articulate the school counseling program to students, parents, staff, and community
- Develop and maintain skills needed to utilize technology systems and participate in professional development activities.

**G. Accountability and Data Driven Decision-Making**

- Use data to document the results of strategies and interventions that are used to improve student grades/academic performance
- Report results of the program evaluation and data that demonstrates student outcomes based on goals established by the Counseling Department.

**H. High School System**

- Cooperate and collaborate with other professionals in enhancing the education of students.
- Communicate with the administrators, teachers, staff, parents, and students as to the role of the school counseling program in the overall educational process of the school,

**I. Professionalism**

- Adhere to the ethical standards of state and national school counselor associations.
- Adhere to preferred practices prescribed by state and national school counselor associations
- Demonstrate knowledge of state and federal laws pertaining to school counseling.
- Demonstrate personal growth and professional development.
- Pursues professional growth by attending suitable conferences, seminars and/or scholastic course work.
- Maintain the highest possible level of confidentiality concerning students and their families

*The above statements describe the position as it exists now. They are not intended to be an exhaustive list of all responsibilities, duties and skills required in this position. It may be redesigned or reorganized at management discretion at any time.*

**Approvals:**

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Employee

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Date

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Supervisor

\_\_\_\_\_

Date