

School Counselor Job Description

Title:

Position: School Counselor
Department: Certified

Reports to:

Principal or Designee

Job Goal:

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students. The major roles of the school counselor include counseling and instruction, consultation, collaboration, coordination, and leadership in promoting the developmental growth and welfare of children. The major functions of the school counselor job description incorporate the District's guiding mission to inspire a passion for learning, personal integrity, the pursuit of excellence and social responsibility in each student.

Standard Qualifications for Position:

1. Pennsylvania teaching certification in appropriate field.
2. Master's degree required.
3. Strong GPA in major area; evidence of rigorous college program.
4. Related counseling/teaching experience preferred.
5. Outstanding personal/interpersonal communication skills; openness towards parent conferences.
6. Experience with technology in facilitating instruction.
7. Excellent organizational and neatness skills; ability to keep concise records.
8. Sensitivity to the developmental stages and well being of children.
9. Willingness to be flexible in terms of teaching/counseling assignment within the school setting.

Essential Functions and Responsibilities of Position:

1. Communicates the goals of the comprehensive school counseling program to administrators, teachers, students and parents.
2. Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services, and most remaining time in program management, system support, and accountability
3. Delivers a comprehensive school counseling program.
4. Responds to students and parents in a timely manner.
5. Provides sensitive and confidential service to students and parents.
6. Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals by meeting with students individually, in small groups or classes.

7. Incorporates into programs the life skills that students need to be successful in the twenty-first century. This includes providing opportunities for students which develop the ability to make positive choices, enhance self concept, and relate well with others.
8. Assists all students, individually or in groups, with developing academic, career and personal/social skills, including support for the college search process using technology like Naviance.
9. Accurately and appropriately interprets and utilizes student data and assist teachers, parents/guardians, in interpreting and understanding student data.
10. Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.
11. Provides individual and group counseling to students with identified concerns and needs.
12. Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
13. Implements an effective referral and follow-up process as a part of the school's intervention team.
14. Assists teachers, parents/guardians, in interpreting and understanding student data.
15. Visits the home of students as needed.
16. Uses available technology resources to enhance the school counseling program.
17. Maintains current student cum folders and records.
18. Updates, maintains, and tracks 504 Plan information.
19. Coordinates evening events for parents and community which are appropriate to the needs of the building.
20. Facilitates standardized testing.
21. Coordinates AP exams, SATs, ACTs at the secondary level.
22. Additional hours beyond the regular school day will be compensated by equivalent time off during the regular school hours. Employment on Saturdays or during summer months will be compensated at the individual counselor's per diem rate. (See Policy 4525)
23. Proactively communicates with building administration regarding crisis situations.
24. Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
25. Accepts responsibility for partnerships in the Senior Internship Program as a mentor or sponsor when the teacher has agreed to serve in this capacity.
26. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. As appropriate, the school counselor will be required to follow any other job related instructions and perform other job related duties directed by the Building Principal.

Physical Requirements of Job Functions:

Standing	0-4 hours at a time	1-7 hours per day
Walking	0-2 hours at a time	1-2 hours per day
Sitting	0-2 hours at a time	0-5 hours per day
Driving	Occasionally	Occasionally

Essential Functions Measured in Terms of Frequency:

DEFINITIONS:

Not at all: 0% Occasionally: 1-33% Frequently: 34-66% Constantly: 67-100%

I. Body Movement

- | | |
|-------------------|--------------|
| 1. Bend/Stoop | Frequently |
| 2. Squat/Crouch | Occasionally |
| 3. Climb | Occasionally |
| 4. Crawl | Not at all |
| 5. Overhead reach | Occasionally |
| 6. Shoulder reach | Frequently |
| 7. Kneel | Occasionally |
| 8. Twisting | Occasionally |

II. Lifting

- | | |
|---------------|--------------|
| 1. 0-10 lbs. | Frequently |
| 2. 11-20 lbs. | Occasionally |
| 3. 21-40 lbs. | Occasionally |

Additional Comment: Lifting or carrying refers to office supplies, weighing no more than 40 lbs. May occasionally climb flights of stairs in or around building.

III. Repetitive Movement

- | | |
|---------------------------|------------|
| 1. Feet (both) | Not at all |
| 2. Hands (both) | Constantly |
| typing/writing | |
| fine manipulation | |
| simple grasping | |
| light pushing and pulling | |

Terms of Employment:

School year established by contractual agreement with the Board of School Directors.

Evaluation:

Annual review by building principal or designee in accordance with Board policy and state regulations.

**Please note: The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*