

Position: **School Counselor**

Summary

Under the direction of the site Principal the School Counselor will: Implement a comprehensive guidance program that meets the needs of all students; promote and enhance academic, personal, social, emotional and career development of all students; provide assistance for students who are in danger of not completing academic requirements; and consult with parents, teachers and staff to enhance their effectiveness in helping students.

- All School Counselors follow the teacher work year (184 days).
- Secondary School Counselors work an additional ten (10) days beyond the teachers' work year (194 days).
- Head School Counselors work an additional eighteen (18) days beyond the teachers' work year (202). This additional time provides the schools with support personnel to assist the principal in implementing a cohesive student program at each school. Head Counselors assist the principal in developing the master schedule.

School Counselors are compensated for the additional workdays at the daily rate determined by the placement of each counselor on the district's certificated teacher salary schedule.

Essential Duties and Responsibilities

- Revises, implements, and maintains a written plan for effective delivery of the school counseling program based on the American School Counselor Association (ASCA) National Model.
- Communicates the goals of the comprehensive school counseling program to education stakeholders.
- Uses 80% of time providing direct services for students through the guidance curriculum, individual student planning, and preventative and responsive services.
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Assists all students, individually or in groups, with developing academic, career and personal /social skills, goals and plans.
- Provides individual and group counseling to students with identified concerns and needs.
- Consults, educates and collaborates through a variety of education venues with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- Trains staff on common language to support school wide climate and programs.
- Uses appropriate assessment procedures for determining and structuring individual and group counseling services.
- Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.

- Participates in professional development activities to improve knowledge and skills.
- Uses available technology resources to enhance the school counseling program.
- Adheres to laws, policies, procedures, and ethical standards of the American School Counselor Association (ASCA).
- Collects and analyzes data to guide program direction and emphasis.
- Measures results of the school counseling program activities and shares results as appropriate.
- Monitors student academic performance, behavior and attendance and assists with appropriate interventions.

Qualifications

Knowledge and Skills

- Knowledge of counseling techniques to facilitate decision making, problem solving, and coping skills;
- Knowledge to facilitate educational and career planning for students;
- Knowledge of inter-personal communication techniques and organizational skills; and
- Ability to understand and accept individual differences in children and parents.

Abilities

- Relate well with students, parents, school administrators, and school personnel
- Communicate effectively in a variety of ways with diverse groups
- Maintain the highest standards of confidentiality
- Recognize and suspend biases in order to practice cultural humility
- Understand the systemic effects of individual, institutional and historic discrimination

Physical Abilities

Requires ambulatory ability to travel to different locations. Requires speaking and hearing to communicate in person or over the phone. Requires visual acuity to read words, numbers. Requires lifting of light to moderate objects on an occasional basis and sufficient ambulatory ability to stand for sustained periods. Requires sufficient arm, hand, finger dexterity in order to operate a personal computer keyboard, typewriter, and other office equipment.

Education and Experience/ Licenses and Certificates

1. Education: Master's degree, including all courses needed to meet the Pupil Personnel Services Credential (PPSC) requirements.
2. Credential: Possession of Valid Pupil Personnel Services Credential (PPSC) in School Counseling.

Working Conditions

Sample Environment:

- Personal office or that of a colleague, a classroom, or a training environment (multi-purpose room/auditorium); drive a vehicle to conduct work.

Sample Hazards:

- High level of stress, interaction with emotionally escalated and/or volatile students/families/staff. May experience exposure to infectious diseases.

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