

JOB DESCRIPTION

Title: School Counselor
Minimum Requirement: As established by state certification requirements.
Immediate Supervisor: Building Principal/Director of Pupil Services
Supervises: Students

RESPONSIBILITIES:

Counselors are responsible for the following:

1. Coordinate functions of the guidance program.
2. Establish and implement an improvement process for the area of counseling.
3. Establish good rapport with students, parents, staff and community in the area of counseling.
4. Maintain professional work habits.
5. Maintain and upgrade their professional skills.
6. Use of technology to enhance productivity.

PERFORMANCE STANDARDS:

The following performance standards related to the responsibilities listed below:

1. Coordinate functions of the guidance program:
 - Implement the Comprehensive Guidance Plan.
 - Provide individual and/or group counseling for personal growth and self understanding. Provide individual and/or group counseling for educational and career planning. Provide crisis intervention for students having serious, urgent or chronic problems. Provide group guidance activities for personal growth, self understanding, education and career planning. Provide individual counseling for students and parents new to the school. Administer and interpret tests when appropriate. Provide individual counseling for potential dropouts.
 - Serve as a member of the SB AT, Placement Advisory Committee, and PAC review team and other teams/groups as appropriate.
 - Coordinate the referral of students to Pupil Services, special education and community agencies. Facilitate student transition from one level to the next.
 - Conduct developmental group guidance activities such as field trips, orientation programs, financial aid programs, and Career Day and College/Vocational fairs. Refer students to summer youth and job training programs.
 - Provide college applicants with enrollment information and with information on financial aid. Provide leadership in planning and implementing career development activities.
 - Assist students in scheduling for appropriate classes and vocational/technical school. This responsibility includes attending scheduling orientation meetings. It also includes the review of submitted schedules. Refer medical problems of students to school nurses for investigation and obtain written advice from medical personnel
 - Coordinate sweep screening programs at school.
 - Other duties as assigned, which includes stepping up for the OLC Facilitator when he/she is absent or away from the building

2. Establish and implement an improvement process for the area of counseling:

- Submit copy of monthly plan of scheduled activities to Director of Pupil Services.
- Assess, evaluate and revise the extent of each major goal of the Comprehensive Counseling and Guidance Program that was met during the year and update it annually.
- Meet in the fall with other members of the Pupil Services Team to enhance the coordination of pupil services for the coming year.
- Contribute to curricular development by serving on the curriculum team
- Contribute to the master scheduling process as appropriate.

3. Establish good rapport with students, parents, staff and community in the area of counseling:

- Establish good rapport with students.
- Establish and maintain on-going liaison relationships with personnel in other educational institutions and in community based programs.
- Serve as the school's liaison with the Department of Pupil Services.
- Be readily accessible to the staff.
- Respond to phone calls and other communications promptly and professionally.
- Establish good rapport with the staff.
- Orient new teachers to the guidance services and comprehensive program offered by the school.
- Consult with teachers regarding the developmental needs of individual students.
- Share relevant information concerning students with staff.
- Assist teachers in developing strategies for student discipline.
- Prepare fall orientation programs and winter/spring scheduling sessions.
- Confer with parents regarding students and parental needs.
- Be readily available to parents.
- Demonstrate effective communication skills.

4. Maintain professional work habits:

- Provide direct services to student, parents, and staff at least 75% of the time.
- Adhere to all school, county, and state laws, policies and procedures.
- Complete records, reports and duties accurately and on schedule.
- Adjust to new responsibilities and assignments with flexibility.
- React favorably to constructive criticism.
- Be punctual.
- Use good judgment to make sound decisions.
- Demonstrate a positive attitude.
- Show courtesy and tact in personal relations.
- Maintain confidentiality.
- Show respect for individual differences.

5. Maintain and upgrade their professional skills:

- Use innovative methods and techniques.
- Maintain professional growth plan to improve competence.
- Maintain and upgrade professional skills by involvement in the following: assisting with staff development, reading professional articles, pursuing advanced degrees, joining professional associations, conducting research and attending professional conferences.

6. Use technology to enhance productivity.

- Enter student data as needed in WVEIS.
- Review and revise student class schedules in WVEIS