



South-Western City School District

Job Description

New: June 6, 2022

TITLE: COUNSELOR - ELEMENTARY SCHOOLS

QUALIFICATIONS: 1. A Master's degree in School Counseling.
2. A valid Ohio license as a Pupil Services-School Counselor

REPORTS TO: The Building Principal

JOB GOAL: To support all students through a comprehensive and developmentally appropriate school counseling program that addresses academic and personal/social skills. School counselors seek to enable students to become responsible and productive citizens, who can effectively manage future challenges and progress confidently into an ever-changing society.

RESPONSIBILITIES:

1. Works as part of the leadership team (principal and counselor) to develop a comprehensive SEL program including the following components:
 - A. Provide information and guidance with the educational and personal/social growth of students in mind.
 - B. Interpret and analyze data to inform decisions about students' needs, including work on the RTI team
 - C. Facilitate group and individual counseling sessions
 - D. Provide collaborative communication with staff, students, and families
 - F. Participate in parent conferences and parent meetings
 - G. Participate in the processes for IEP, ETR, and Manifestation meetings, acting the principal designee (Case Manager) for students who require a 504
2. Works with staff to incorporate specific SEL program components into the curriculum where appropriate
3. Works with students and staff to improve classroom experiences of students through in-service and collaborative planning efforts.
4. Assists in the development of the master schedule and helps to determine the appropriate placement of students.
5. Supporting the principal to implement state standardized testing.
6. Informs the community of the school's SEL programming including: goals, objectives and activities.
7. Provides referrals to internal and external organizations/institutions/groups based on available resources and the needs of students and their families.
8. Collects, organizes, and maintains related student records and information.
9. Assists in the development of best practices and/or programs that are designed to develop appropriate student behaviors such as responsibility, daily attendance, study habits, peer relationships, and coping with stress.
10. Performs other duties as assigned by the principal.

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