

Elkhart Community Schools
Position Description

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| Position Title: | School Counselor | |
| Qualifications: | <i>Required:</i> Current Indiana Teacher Certification; must hold Indiana School Counselor Certificate; must meet North Central Accreditation Standards. | |
| Department: | Elkhart High School | |
| Reports to: | Building Administrator/Director of Counseling | |
| Prepared by: | Gail Draper | |
| Approved by: | W. Douglas Thorne | Date: 2/20/2020 |

SUMMARY: School counselors, using leadership, advocacy and collaboration will promote success for all students in the areas of academics, college/career readiness and social/emotional learning. This includes consultation with teachers, staff and parents to enhance their effectiveness in helping students succeed.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

- To Counselee:
 - Respect the integrity, worth, and dignity of every counselee.
 - Maintain privileged communications with counselee.
 - Identify counseling needs related to personal and social development.
 - Provide student assistance services, including individual and group counseling, crisis counseling and referrals, for students with personal or social concerns that interfere with learning.
 - Coordinate students' assistance activities delivered by school counselors or other including teachers, peer and community mental health agencies.
 - Employ a variety of counseling techniques in appropriate fashion.
- To Parents:
 - Participate in and initiate parent/staff conferences as needed.
 - Interpret counseling program to parents/guardians and familiarize them with offered services.
 - Share with parent's/guardians appropriate information about educational career development and progress; respond to their inquiries.
 - Assist parents/guardians in forming realistic perceptions of counselee's aptitudes, abilities, interests, and attitudes about educational and career planning, academic achievement, personal-social development, and career center programs.
- To Staff:
 - Develop effective professional relationships, and communicate effectively with other staff members.
 - Respond to valid professional inquiries about the educational, career, and personal-social development of counselee.
 - Work with staff by providing appropriate information materials, and consultative assistance in supporting teacher efforts to better understand the individuality of each student.
 - Act as consultant to administrators, teachers, and others by:
 - Sharing appropriate individual student data.
 - Identifying students with special needs.
 - Suggesting materials and procedures for group counseling experiences.
 - Participating in in-service training programs.

- To Others
 - Work toward open relationships with community resources.
 - Knowledgeable about, and makes appropriate referrals to community agencies.
 - Communicate effectively with personnel in community agencies.

PROFESSIONAL RESPONSIBILITIES

- Departmental:
 - Participate in professional growth activities, which contribute to the assignment.
 - Use appropriate counseling techniques.
 - Organized, accurate, and responsible in working with counselees and in the maintenance of records.
 - Implement the comprehensive counseling program that is in alignment with the vision and mission of the department, school and state and national standards.
 - Annually revise (as needed) the school counseling program as a result of analysis of evaluation data in the following areas:
 - Program design, implementation and evaluation
 - Student growth of outcome data in regards to academic achievement/grades, behavior, attendance
 - Design, deliver, evaluate and revise a counseling curriculum meeting state and national standards for guiding student success including classroom, small group, and individual lessons that include the following:
 - Academic development (e.g. academic planning; post-secondary awareness and readiness, pathways)
 - Career development (e.g. career awareness and readiness, school-to-work skills)
 - Social Emotional Learning (e.g. anger management, bullying, conflict/resolution)
- Maintenance Responsibilities:
 - Supervision of Students
 - Carry out all assigned supervision duties.
 - Accept a share of responsibility for extracurricular activities (excluding added pay/extra duty assignments).
 - Physical Environment
 - Exercise prudence in protecting students, equipment, materials, and facilities from injury or abuse.
 - Report conditions detrimental to the educational environment to the building administrator.
 - Report deficiencies, malfunctions, or breakage of equipment to the building administrator.
 - Report unsafe conditions to the building administrator.
 - Records and Reports
 - Maintain complete and accurate records.
 - Meet deadlines for submitting accurate reports.
 - Scheduled Responsibilities
 - Assume assigned responsibilities at the approved times and places.
 - Attend official staff meetings.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities: Supervise students and/or specific work assignments as determined by the Building Principal or designee. All services are performed under the direct supervision of professional individuals.

Education and/or Experience: Master's degree, successful teaching experience and demonstrates leadership and coordinating abilities of extra-curricular activities.

Other Skills and Abilities: Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

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. The individuals currently holding this position perform additional duties and additional duties may be assigned.