

Gahanna-Jefferson School District Position Description

Position Title:	School Counselor
Reports To:	Building Principal
FLSA Status:	Exempt
Revision Date:	March 25, 2019

SUMMARY: Performs a variety of duties including the promotion of social emotional school-wide learning, individual and small group counseling, crisis response, and administrative and teacher support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Works with students in academic support, including organizational, study and test-taking skills.
- Works with students in goal setting and decision making.
- Works with students, staff and parents through the MTSS process (i.e. behavior plan development and implementation, setting specific goals for students and assisting with progress monitoring of these goals, supporting staff regarding student mental health and behavioral needs, etc.).
- Educates students on understanding self and others, peer relationships, coping strategies and effective social skills.
- Works with students in substance abuse education.
- Provides multicultural/diversity awareness activities to staff and students.
- Uses evidence-based counseling interventions and techniques and collecting data regarding effectiveness of these interventions.
- Strong understanding of mental health needs of students and application of this knowledge in day-to-day support of students.
- Provides individual and small-group counseling with students regarding academic, social or behavioral issues.
- Individual/family/school crisis intervention, conflict resolution and problem solving.
- Consults and collaborates with students, parents and staff. Makes referrals to outside agencies and collaborates with outside providers.
- Provides professional development to staff where needed.
- Assists building administration with school-wide testing.
- Develops and provides classroom social emotional learning activities using established curriculum guidelines.
- One-on-one parent conferencing when needed.
- Provides parent education.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

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.

EDUCATION and/or EXPERIENCE:

- Master's Degree/School Counselor.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid license from the State of Ohio.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret documents and instructions.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with students, staff, parents and community.

REASONING ABILITY:

- Ability to apply common sense to carry out instructions furnished in written, oral or graphic form.
- Ability to deal with problems involving several variables.

OTHER SKILLS and ABILITIES:

- Must have strong communication and interpersonal skills.
- Ability to deal effectively with parents, staff and students, and be sensitive to confidential information.
- Ability to establish and maintain effective working relationships with staff and school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.
- Literate in the use of technology.

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, talk and hear. The employee frequently is required to walk. The employee must occasionally lift and/or move items such as school supplies and books. Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to navigate from building to building and throughout each campus, including stairs when multi-level structures mandate such movement.

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 usually moderate.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

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.