

GODDARD USD 265
CERTIFIED JOB DESCRIPTION

POSITION:	Building Level School Counselor
RESPONSIBLE TO:	Building Principal
EVALUATED BY:	Building Administration
TERMS OF EMPLOYMENT:	Board of Education Policy
JOB DESCRIPTION:	Provide a comprehensive counseling program for all students; consult with and collaborate with teachers, parents, and staff to enhance their effectiveness in assisting students; and provide support to other school educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Coordinate all counseling activities.
2. Provide orientation activities for incoming and outgoing students and parents.
3. Provide appropriate school and student data to all stakeholders.
4. Plan and coordinate the enrollment activities of students.
5. Assist with building or district testing.
6. Assist administration with the development of the master schedule.
7. Counsel with students individually and/or in groups to deal with social, emotional and academic issues.
8. Work with other members of the counseling team to develop, implement and evaluate the crisis intervention plan.
9. Plan, schedule, and make classroom presentations on counseling topics.
10. Coordinate the SIT process on cooperation with school personnel in placing students with special needs in appropriate programs.
11. Make contact with substance abuse prevention groups and coordinate intervention activities.
12. Provide necessary communications between school and community referral sources.
13. Serve as a building resource person for administration and staff; participate in parent conferences.
14. Responsible for the daily tasks of intervention with individual students.

15. Communicate with counseling peers when seeking advice, guidance, and assistance.
16. Engage in research and follow-up activities to evaluate counseling techniques.
17. Communicate with parents and administration to help provide an environment conducive to learning for all students.
18. Maintain a pleasant and safe counseling environment with resources readily available for a full spectrum of concerns.
19. Supervise assigned personnel as needed.
20. Coordinate building 504 plans.
21. Utilize technology, including but not limited to, office computer and administrative management software.

PROFESSIONAL DUTIES:

1. Demonstrate compassion, patience, and understanding of the diversity of all students. Students are treated with dignity and respect in all school settings.
2. Attend and participate in assigned staff/team meetings.
3. Attend and participate in assigned district and building professional development and activities.
4. Develop and implement an individual plan for professional growth.
5. Meet assigned building and district responsibilities.
6. Implement and support building, district, and state initiatives.
7. Acknowledge and adhere to building and district policies, procedures, and regulations.
8. Present self in a professional manner.
9. Follow appropriate channels in resolving concerns and problems.
10. Be punctual and reliable in the professional setting.
11. Cooperative, supportive, and respectful of students, families, and colleagues.
12. Maintain proper care and inventory of all district issued resources.
13. Any certified teacher may be assigned to any classroom for which his/her license qualifies him/her, if such an assignment is deemed by the district or school administration to be in the best interest of the school/district program.

REQUIRED QUALIFICATIONS:

State of Kansas Professional School Counselor and Professional Teaching License

ATTENDANCE REQUIREMENTS:

As stated in the current Negotiated Agreement.

PHYSICAL REQUIREMENTS:

1. Perform all physical duties associated with the position.

PERFORMANCE ASSESSMENT:

Performance will be assessed by the building administration in accordance with district and state policies and approved procedures.

All duties and expectations for this job description will be in compliance with the counselor's contract and current Negotiated Agreement.

I have received and read this job description.

Counselor's Signature

_____/_____/_____
Date

Principal's Signature

_____/_____/_____
Date