



School Guidance Counselor Job Description

Date Updated:	March 19, 2013	FLSA Status:	Exempt
Reports To:	Director of Student Services Supervisor of Guidance Services	Employee Group:	HEA
Days Per Year:	Elementary – 193 Middle School-197 High School-201	Hours Per Day:	7.5

Job Summary:

Collaborate with school personnel, community agencies, and families to address the social/emotional, academic, and career needs of students.

Primary Duties and Responsibilities:

1. Address academic/career/social/emotional needs through individual counseling, support groups, classroom instruction, and grade level presentations.
2. Assist staff and parents with determining students' needs and support services.
3. Collaborate with district staff to communicate concerns with students and parents regarding attendance, social/emotional and academic concerns.
4. Assist in determining eligibility of students for school/community programs.
5. Consistently develop and maintain programs and interventions that promote positive self-image, self-esteem, problem-solving, decision-making, and conflict-resolution skills.
6. Refer students/families to school based services and community agencies.
7. Attend social service, K-12 team, department, grade level, PRANC, PST, IST meetings as needed for consultation.
8. Attend MDE, IEP, GIEP, TIP, TEP, ELL and meetings of identified students.
9. Determine eligibility, write, and maintain 504 plans for eligible students.
10. Serve as an active participant within the SAP Program, Crisis Team, & department and/or provide consultation/assistance as needed.
11. Work contractually 12 days (high school) 8 days (middle school) 4 days (elementary) beyond the professional teacher contract to enroll/withdraw students, complete academic record updates and secure summer enrichment/remediation options for students as needed.
12. Organize and supervise standardized exams including, but not limited to, PSAT, SAT, PLAN, ASVAB, PSSA, Keystone.
13. Maintain cumulative records, facilitate student enrollments/withdrawals/changes to programming, and collaboratively construct student schedules with building resources.
14. Maintain open lines of communication to all stakeholders involved with the student through blogs, newsletters, announcements, and other forms of media.



15. Collect data via record review, observation, formative/summative/standardized assessments to assist the psychologist, Social Worker, Spec Ed, Alt Ed personnel and/or outside organizations to provide support that removes educational barriers.
16. Work with students to research and implement post-secondary plans.
17. Perform other duties as assigned by the Director of Student Services.

Qualifications:

- Active first aid, CPR, and restraint certification
- Experience with school-age youth preferred
- Bi-lingual preferred
- Master's degree in School Counseling preferred
- Pennsylvania Education Specialist School certification required, K – 12 certification preferred
- Submission of pre-employment medical examination (Section 148 of the PA School Code)
- Submission of the following clearances:
 - o PA State Criminal History Record (Act 34 & Act 114)
 - o PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114)
 - o Federal (FBI) Background Check (Act 24)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Physical Demands:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking, standing or moving throughout the work environment

Sensory Abilities:

- Visual acuity
- Auditory acuity

Work Environment:

- Typical office environment
- Subject to inside and outside environmental conditions

Temperament:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress



Cognitive Ability:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment
- Ability to problem solve

Specific Skills:

- Must possess computer skills
- Ability to operate various office equipment
- Must possess conflict mediation skills
- Attention to detail

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

Print Name

Signature

Date