

PLAINFIELD SCHOOL DISTRICT 202

Job Description

Position: School Counselor

Reports to: Certified Evaluator (Building Administrator)

Qualifications:

A Valid Illinois State Board of Education teaching certificate with certification and or endorsements necessary to perform the duties and responsibilities of the position assigned to work.

Willingness to sponsor and/or participate in extra-curricular activities related to specific teaching position.

Additional Required Credentials:

School Counselors working under a provisional certificate must hold a permanent certificate before gaining tenure.

Responsibilities:

Demonstrates support for the vision, mission, beliefs and goals of District 202

Upholds and demonstrates compliance with established laws, regulations, District 202 policies and procedures, including the standards set forth in 23 Ill. Admin. Code Part 23.

Demonstrates compliance with the Illinois Professional Teaching Standards

Demonstrates compliance with the language of the Association of Plainfield Teacher's Contract

Demonstrates an understanding of the Evaluation Framework as adopted by Plainfield School District 202

Performs responsibilities as outlined within the Evaluation Framework as adopted by Plainfield School District 202

Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective function of the work unit

Perform the General Duties set forth in this job description

Physical Requirements:

Perform the physical tasks necessary to monitor, supervise and physically assist students throughout the school day during a variety of instructional activities

Report to the assigned site on a regular basis

Must be able to function effectively in an active, loud environment

Must be able to adapt to changes in the work environment as circumstances require

Reasonable accommodations may be made in order to enable individuals with disabilities to perform essential functions

Required for Employment:

Completion of new hire documents

Pre-employment physical exam

Pre-employment Tuberculosis test

Illinois State Board of Education certifications registered in Will County, Illinois

Official College/University transcripts with conferred degrees

Required Plainfield School District 202 tutorials

Criminal justice fingerprint /background clearance

Fair Labor Standards Act Status

Exempt

General Duties including Skills, Knowledge and Abilities – School Counselors**Planning and Preparation**

- Demonstrates knowledge of counseling theory and techniques
- Demonstrates knowledge of child and adolescent development
- Establishes goals for the counseling program appropriate to the setting and the students served
- Demonstrates knowledge of state and federal regulations and of resources both within and beyond the school and district
- Plans the counseling program, integrated with the regular school program
- Develops a plan to evaluate the counseling program

Environment

- Creates an environment of respect and rapport
- Establishes a culture for productive communication
- Manages routines and procedures
- Establishes standards of conduct and contributes to the culture for student behavior throughout the school
- Organizes physical space

Delivery of Service

- Assess student needs
- Assists students and teachers in the formulation of academic, personal/social, and career plans, based on knowledge of student needs
- Uses counseling techniques in individual and classroom programs
- Brokers resources to meet needs
- Demonstrates flexibility and responsiveness

Professional Responsibilities

- Reflects on practice
- Maintains records and submits them in a timely fashion
- Communicates with families
- Participates in a professional community
- Engages in professional development
- Shows professionalism

Employee Signature _____ Date _____