



Posen-Robbins School District 143 ½

JOB DESCRIPTION

TITLE: School Counselor

Purpose Statement

The School Counselor position has been established to help students, individually and in groups, overcome problems that impede learning and assist them in making educational, occupational, and life plans that promise future educational and career fulfillment.

Reports To

Building Principal

Essential Functions

- Demonstrate support for the mission, beliefs, and goals of the Posen Robbins School District 143 ½.
- Uphold the established Board of Education policies, regulations, and administrative procedures.
- Foster a school environment that is conducive to learning.
 - Assist the administration in implementing all policies and/or rules governing student life and conduct.
- Communicate with colleagues, students, parents, and the community to meet professional standards.
- Maintain and improve professional competence.
- Attend meetings, serve on committees, perform other duties, and assume other responsibilities as may be assigned by your supervisors in accordance with the Collective Bargaining Agreement and Board of Education.

Job Responsibilities

- Administer and analyze social-emotional assessments for students
- Participate as a member of the academic and behavior MTSS teams
- Responsible for the implementation of the school testing program
 - Ability testing
 - Achievement and/or diagnostic testing
 - Provides assistance to departments and teachers in assisting teacher needs and achievement through testing

- Coordinates building Assessments
- Responsible for the implementation of the orientation program
 - Orientation, testing, and placement of new students
 - Orientation of incoming fifth-grade students
 - Assists in transitioning students to high school
- Provide ability grouping list for incoming sixth, seventh, and eighth grade students
- Arrange necessary student staffing
- Organize and chair the Student Assistance Program (SAP) team
- Coordinate retention program
 - Work with academically at-risk students
 - Maintain a list of failing grades in accordance with the retention policy
- Coordinate with out-of-district placement programs as needed
- Facilitate registration of students for Summer Programs
- Supervision duties as needed
- Meets regularly with the administrator(s) to review activities as specified
- Uses district technology to create and maintain student data (scheduling, assessment, demographic, etc.).
- Work with teachers and deans regarding classroom operations (e.g., instruction, discipline, placement, testing, etc.).
- Monitor student academic progress

Job Requirements: Minimum Qualifications

- Professional Educator License endorsed in School Counseling (Type 73)
- Prior experience, as requested by the Board/Superintendent

Terms of Employment

This is a ten-month contract.

Evaluation

The performance of this job will be evaluated by the building administrator in accordance with the established procedures.

SALARY

The salary is based on our 2025/26 teacher salary schedule. Placement is based on education and years of experience as a School Counselor.

BENEFITS

Benefits include:

- Paid sick and personal days

- Medical, dental, vision, and life insurance plans
- Teacher Retirement System (TRS)
- Tuition Reimbursement
- Mentoring Program for 1st and 2nd year staff members
- Curriculum Coaches
- PRSD University