

Richland School District Two

JOB DESCRIPTION **(Revised May, 2016)**

JOB TITLE: School Counselor

FLSA Status: Exempt

Pay Grade: Teacher

Days of Work: Varied (190-210 days)

GENERAL STATEMENT OF JOB

Under general supervision assists the entire school community in the development of a positive school environment that enhances self-concept and self-worth. Reports to the school principal or his/her designee.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans and implements the school's comprehensive school counseling program. Develops and conducts developmental school counseling lessons in the classroom and in large groups; facilitates the integration of the school counseling curriculum into the educational curricula; selects topics and resources consistent with school identified objectives.

Conducts orientation activities for new students; provides grade level transitional activities.

Assists students in developing an educational plan. Assists with the placement and scheduling of students; assists teachers in early identification of learning problems.

Assists students with course selections that are appropriate for graduation requirements and career plans. Accepts teacher referrals of students who are having problems at school.

Interprets standardized test results; assists the administration with state mandated and school testing programs.

Collects and analyzes school and student data to guide school counseling program goals and activities. Measures results of the school counseling program activities. Communicates goals of the comprehensive school counseling program to school administrators and other education stakeholders.

Conducts counseling sessions in response to identified needs of individuals and groups of students through individual counseling, crisis intervention and the formation and facilitation of student group activities. Counsels on various student issues including poor performance, advocacy, mediation of teacher-student differences, personal problems and concerns such as family issues, abuse, pregnancy, depression, substance abuse, relationships, peer group issues, etc.

Responds to crisis situations to include altercations, illnesses or deaths, suspected child abuse and mandatory reporting of same. Assists administrators and teachers in obtaining psychological services for students. Responds to all situations in a timely manner; works with outside agencies in securing services for students.

Maintains records based on legal and ethical guidelines to document interactions, interventions, and decisions. Refers students and parents to community agencies, programs, or specialists as appropriate. Maintains a listing of district and community resources, consults and coordinates with community social service agencies.

Responsible for the dissemination of career information and post high school education opportunities. Explores and evaluates student education, interest, skill, and personality traits and arranges for aptitude tests to assist students in setting realistic academic and career goals. Assists college bound and non-college bound students with career decisions. Coordinates career fair and employer information sessions. Coordinates college or trade

school visits and tours. Works with students to develop job-search skills and provide assistance in locating and applying for jobs. Provides scholarship and financial aid information.

Consults with and serves as a resource for teachers, staff, and parents regarding the developmental needs of students; conducts and facilitates conferences and in-service programs. Conducts or provides opportunities for parent education programs. Promotes public awareness of the school counseling program and services. Maintains calendars of activities and services of the school counseling program.

Operates within the established school policies and procedures. Provides support for other school programs and personnel. Attends meetings, conferences, and in-service trainings to keep abreast of best practices and professional trends.

Willingly performs other duties as assigned or requested.

MINIMUM TRAINING AND EXPERIENCE

Education and experience as required by state certification authorities. Master's degree in Guidance and Counseling with two years of teaching experience; or any equivalent training and experience which provides the required knowledge, skills and abilities.

JOB REQUIREMENTS

Knowledge:

Knowledge of legal and ethical practices and guidelines in counseling, community information and referral services. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Working knowledge of the practices, procedures and activities of career counseling. Knowledge of career resources, job search and assessment tools, internet resources, understanding of career development theory and job search methodologies and trends. Knowledge of graduation requirements, school policies and procedures, standard office practices, procedures and equipment, community linkages and referrals for student supportive services. Knowledge of the records, forms and reports which must be prepared and maintained. Knows how to keep abreast of changes in policy, standards, procedures, and regulations related to job functions.

Skills/Effort:

Ability to counsel and advise students individually and in groups, interpret test results, work with underserved and at-risk students. Possesses the ability to communicate effectively both orally and in writing; establishes cooperative working relationships in the course of performing assigned duties. Ability to develop and deliver lesson plans for presentations in the classroom and in workshop settings. Ability to assist in the implementation of a comprehensive career guidance curriculum. Ability to comprehend, interpret, and apply state and federal regulations. Advanced human relations, communications and interpersonal skills, including the ability to communicate effectively with students and their parents, district staff, and all other groups involved in the activities of the job. Ability to complete, process, and maintain all required records, reports, and confidential student information. Ability to operate general office equipment in the performance of daily activities.

Additional Physical, Cognitive, and Other Requirements:

Duties involve work in a school environment that involves walking and standing and sedentary tasks. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Requires the ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions. Duties require the ability to effectively inform and counsel students, teachers, parents, community members and others. Must prepare reports, recommendations, correspondence, etc. in correct form including proper spelling, punctuation, and grammar. Duties require successful adaption to stressors, emergencies, interpersonal conflicts, volatile situations, tight deadlines, etc. Must be able to record and exchange data, follow or deliver detailed verbal

or written instructions, and make presentations to varied groups, including students, district staff, etc. Must be able to read academic or counseling reports, texts, or journals and interpret/apply school or district policies and procedures. Must possess the ability to add and subtract, multiply and divide, determine decimals and percents, and apply statistical analysis. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process colors and shades of color. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Duties may involve the exertion of up to 10 pounds of force on a recurring basis.

Working Conditions:

School environment with some potential exposure to environmental conditions. Requires the ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to school activities that require the movement or lifting of items weighing up to 25 pounds. Occasional local travel required; occasional overnight travel required.

Responsibility:

No direct supervisory responsibility

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EEO STATEMENT

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_____	Date: _____
_____	Date: _____
_____	Date: _____