

ST CHARLES PARISH PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: COUNSELOR

REPORTS TO: Principal/Designee

FLSA STATUS: Exempt

SALARY RANGE: \$60,000-\$88,306

WORK DURATION: 183 Days- Elementary and Middle Schools
200 Days- High Schools

OVERVIEW OF POSITION: To provide support to the instructional process with specific responsibility for guidance services that assist students; implements guidance curriculum; providing responsive services; providing information and recommendations to parents and students; and assisting in the development of goals and plans for achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1.0 INDIVIDUAL STUDENT PLANNING

- 1.1 The school counselor uses school and student-level data to identify needs and helps students plan for their future in academics, career choice and personal/social development
- 1.2 The school counselor provides accurate and timely information to parents and stakeholders about options for students
- 1.3 Individual student plans include specific actions and next steps for the student to move toward goals and develop planning skills.

2.0 SYSTEM SUPPORT

- 2.1 The school counselor has created support services collaboratively with administrators.
- 2.2 The school counselor provides relevant professional development to staff regarding the school counseling program.
- 2.3 The school counselor seeks out professional development opportunities that address the needs of the school.
- 2.4 The school counselor serves on departmental curriculum committees, district-level subject councils, community committees or advisory councils.
- 2.5 The school counselor uses data to advocate for systematic change to reduce barriers to student learning.

3.0 RESPONSIVE SERVICES

- 3.1 The school counselor counsels individual students and small groups of students with identified needs and concerns.
- 3.2 The school counselor consults effectively with parents or guardians, teachers, administrators and other relevant individuals.
- 3.3 The school counselor develops and communicates an efficient referral process and implements it effectively with administrators, teachers and other school personnel.
- 3.4 Students and faculty are aware of procedures to initiate responsive services for themselves or other students.

4.0 SCHOOL COUNSELING CURRICULUM

- 4.1 School counseling curriculum for all three domains has been written and adopted based on local site needs.

- 4.2 All students have opportunities to engage with the school counseling curriculum to acquire knowledge, attitudes and skills to enhance their academic, career and personal/social development.
- 4.3 Curriculum success is regularly measured through tests, product creations, etc., and effectiveness of the curriculum is evaluated annually.
- 4.4 Materials, equipment and facilities are available to support the program delivery.
- 4.5 The school counseling curriculum has been presented to and accepted by administration, counselors, and the school counseling advisory council.

5.0 PROFESSIONAL DEVELOPMENT, ATTITUDE AND CONDUCT

- *5.1 Consistently demonstrates customer excellence standards.
- *5.2 Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- *5.3 Minimizes bias in self and others and accepts responsibility for his/her own actions.
- *5.4 Develops and maintains a safe and caring environment for all of our customers.
- *5.5 Accepts and recognizes the value of the contribution of others.
- *5.6 Treats all stakeholders in a respectful and helpful manner.
- *5.7 Uses verbal and non-verbal communication in a manner respectful of others.
- *5.8 Displays confident posture and maintains self-control.
- *5.9 Uses active listening skills.
- *5.10 Demonstrates positive support through actions and words as an ambassador of the schools and district.
- *5.11 Writes and speaks clearly and concisely so that the message is understood.
- *5.12 Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.
- *5.13 Accepts and uses constructive feedback.
- *5.14 Demonstrates skill in giving and receiving feedback.
- *5.15 Develops leadership and responsibility in colleagues and students if applicable.
- *5.16 Makes wise and appropriate decisions after identifying and analyzing relevant information.
- *5.17 Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- *5.18 Uses proper administrative procedures for making requests and resolving conflicts.
- *5.19 Cooperates with building and district staff in planning and evaluation.
- *5.20 Attends and constructively participates in meetings and professional development activities.
- *5.21 Dresses for success according to job responsibilities.
- *5.22 Follows directives as assigned by supervisor.

- *5.23 Cooperates with administration in the performance of additional duties.
- *5.24 Completes tasks, reports, and document accurately according to specified timelines and expectations.
- *5.25 Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- *5.26 Adheres to ethical, legal and professional standards.
- *5.27 Refrains from revealing confidential information.
- *5.28 Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately.

Asterisk () denotes non-instructional indicators. Deficiencies in these areas shall not be subject to a plan of intensive assistance.*

METHOD OF EVALUATION: Averaging the student growth score (SLT) and the professional practice score (*Louisiana School Counseling Performance Evaluation Rubric*) determines the overall COMPASS score to distinguish levels of overall effectiveness.

OTHER DUTIES AND RESPONSIBILITIES

Other duties may be assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND CERTIFICATION

B.A. or B.S. Degree, Louisiana Teaching Certificate, Type A, B, C, Level 1, 2, 3, Temporary, Practitioner, CTTIE, or Ancillary

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, speak, hear and sometimes sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment is representative of conditions an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is frequently exposed to a noise level in the work environment which is moderate to loud.

The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the St. Charles Parish Personnel Evaluation Plan and that I have received a copy of the job description.

Signature

Date