

# Thornton Township High School District 205

## Attendance Counselor

**TITLE:** Attendance Counselor

**DEFINITION:** Responsible for implementation of Board policy related to discipline, attendance, and academics

Reports to building principal or designee

Assists staff in matters related to academics and classroom management

Works with family members

Utilizes family resources while enforcing school policies

### **POLICY**

**RESPONSIBILITY:** Implements and recommends policies and policy changes relative to assigned responsibilities and district policies.

### **KEY FUNCTIONS:**

#### **A. COUNSELOR RESPONSIBILITIES**

1. Regularly monitors attendance data
2. Proficiently uses PowerSchool, Schoolzilla, and other assigned data programs
3. Develops and monitors attendance intervention plans
4. Assists students in the selection of appropriate high school courses and updates each student's Four-Year-Program.
5. Assesses the accomplishments of students on a regular basis and provides reports as required.
6. Provides for appraisal, orientation and programming of new students.
7. Meets with incoming freshman and their parents for the purpose of orientation and registration.
8. Conducts follow-up of students new to the school to determine their academic and social adjustment.
9. Explores alternative educational opportunities with students who are transferring or withdrawing from the regular school program.
10. Refers students for part-time job placement to appropriate work/study coordinators and/or career consultants.
11. Aids students in resolving personal, school and societal adjustment problems.
12. Assists students in accepting themselves and understanding their physical, emotional and social growth.
13. Provides information and assists students with appropriate college and vocational plans.
14. Provides information about students (when requested) to colleges and potential employers.
15. Participates in parent nights, college nights, and career programs.
16. Participates in the student/parent/staff conferences as needed.

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17. Assists in the planning and supervision of all school-wide testing.
18. Responds and communicates effectively with staff.
19. Provides staff with appropriate student personnel information including interpretation of standardized test scores. (Confers with and assists staff in the improvement of student adjustment problems.)
20. Participates in in-service training of staff, individually and in groups.
21. Provides material for press releases and/or newsletters.
22. Writes letters of recommendation when requested.
23. Demonstrates knowledge about current course offerings and curriculum changes.
24. Works with committees to develop new programs and explore innovative developments in curriculum change.
25. Communicates with the administration on all matters affecting the safety of students and/or welfare of the school.
26. Reports to the principal or designee in matters pertaining to the guidance program.

#### **B. COMMUNICATION – VERBAL AND NONVERBAL**

1. Uses clear/concise speech.
2. Uses appropriate pitch and modulation.
3. Maintains eye contact with students.
4. Uses nonverbal mannerisms which reflect enthusiasm and interest.
5. Provides information in a clear and concise manner using a multisensory approach.
6. Uses clear and effective written communication in the instructional process.

#### **C. MANAGEMENT OF STUDENT CONDUCT**

1. Establishes clear expectations for appropriate behavior.
  - i. Recognizes and reinforces acceptable behavior.
  - ii. Uses an approach to student needs and feelings which is firm, fair, friendly, sensitive and consistent.
  - iii. Follows district disciplinary policies and procedures.
2. Handles disruptive behavior quickly and firmly.
3. Uses appropriate behavior management techniques.
4. Demonstrates a continuous awareness of students' classroom activities.

#### **D. PROFESSIONAL PREPARATION**

1. Remains current regarding ideas and methods related to professional functions.

#### **E. PROFESSIONAL APPLICATIONS**

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1. Demonstrates knowledge of professional area.
2. Applies knowledge of theories and concepts appropriate to the area.
3. Uses correct spelling, grammar, and mathematical applications.

### **F. PROFESSIONAL RESPONSIBILITIES**

1. Completes accurate and punctual reports and records.
2. Communicates student progress to parents.
3. Reports punctually and consistently to work and to other specific duty assignments.
4. Exhibits professional attitudes towards students, other educators, parents and community members.
5. Makes decisions and takes appropriate action based on student data.
6. Adheres to published policies and practices.
7. Uses and cares for materials, equipment, and facilities.
8. Exercises care for health and safety of students and other school personnel.
9. Assists in the maintenance of discipline in the schools, including school grounds.
10. Other duties as assigned by principal or designee.

### **Requirements:**

Must hold a Professional Educator License (PEL) with Counselor Endorsement

### **Physical Activity:**

Work will require very infrequent lifting, pulling or pushing during the normal performance of tasks and responsibilities. Work may require frequent walking and standing.

### **Work Environment:**

Work is performed in an environment where unusual temperature, noise, and hazards are relatively nonexistent.

### **Terms of Employment:**

This position is grant funded and ends on June 30, 2023. Staff will be compensated per the Faculty Association Contract Agreement.

### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Faculty Association contract agreement.

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