

8. Works collaboratively with the College Counselor and Career Counselor on student career goals/aptitudes and related events.
9. Participates in school events, e.g. freshmen only day, 8th grade parent orientation, parent conferences and summer obligations.
10. Collects, analyzes, and reports student/building data related to student academic performance and assessment results. Maintains confidentiality of student records.
11. Participates in student staffing, special needs referrals, and IEP meetings.
12. Serve as the case manager for students on caseload with 504 Plans. Coordinates yearly meetings, communicates with parents and teachers, and monitors progress.
13. Facilitates group counseling sessions as appropriate.
14. Provides input on curriculum development, staff development, and discipline policies.
15. Performs other related duties as assigned by the Director of Student Services.

Knowledge, Skills, and Abilities:

- Possesses excellent interpersonal and human relations skills.
- Works collaboratively with teaching and support staff.
- Possesses excellent oral, written, and presentation communication skills.
- Competent in performing a high degree of detailed work and coordinating programs and events.
- Able to work well under pressure, problem solve, and meet deadlines.
- Able to remain flexible and adapt to changing demands.
- Able to communicate with faculty, staff, students, parents, and the public in a courteous and professional manner.
- Able to maintain confidentiality and use good judgment.
- Maintains professional attire.

Education and Experience:

Must possess appropriate Illinois credentials for position, including Type 73 certification, have excellent human relations skills and demonstrated professionalism. Previous experience in high school counseling preferred.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read reports and use computer.				X
Hearing: Must be able to hear well enough to communicate with staff, students, et.al. in the office and via telephone.				X
Standing/Walking/Mobility: Must be able to stand to access files and operate office machines, mobility within office area and building.				X

Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing:			X	
Dexterity/Repetitive Motion: Must be able to perform small hand motions such as writing, typing, using phone system, etc.				X

Physical Dimensions:

Medium Work: Exerting up to 20-40 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects.

Note:

The statement herein intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Should the needs of the district and/or scope of responsibilities assigned to an employee’s supervisor necessitate change, evaluation and modification of job descriptions may be required.

JD/SchoolCounselor/ZB/2021

continued