

**AURORA WEST SCHOOL DISTRICT 129
SCHOOL COUNSELOR – JOB DESCRIPTION**

I. POSITION TITLE: SCHOOL COUNSELOR

II. STAFF MEMBER TO REPORT TO: BUILDING PRINCIPAL

**III. CONTRACT INFORMATION: TEACHER CONTRACT PLUS 15 DAYS PER DIEM
IN SUMMER**

IV. GENERAL RESPONSIBILITIES AND SCOPE OF POSITION:

Provide counseling and guidance services to students. Confer with parents, teachers and community agencies, as appropriate, regarding students' needs including achievement and behavior. Provide crisis counseling.

V. DELIVERY OF SERVICE

Certified staff members are expected to demonstrate the following behaviors as they are carrying out their duties:

A. PLANNING AND PREPARATION

1. Fosters Constructive and Respectful Climate Within the School
 - a. Engages in positively enhancing school
 - b. Aware of his/her impact on the school climate
2. Works Constructively with Other School Personnel, Parents, and Area Resources in Planning and Developing Programs that meet the needs of Students
 - a. Works effectively with other in developing resources for students
 - b. Advocates for students
3. Makes Appropriate Referrals
 - a. Makes referrals that reflect sound judgment and knowledge of resources
 - b. Maintains and uses an up to date list of community referral services

4. Coordinates School Counseling Services with Other Curricular and Instructional Programs
 - a. Ensures that all students have access to school counseling programs and services
 - b. Coordinates programs in cooperation with other staff (i.e. registration, classroom presentations, curriculum nights, etc.)
5. Assists Students and Staff with Educational Transitions
 - a. Establishes and publicizes a well-organized transition program
 - b. Executes a well-organized transition program

B. THE ENVIRONMENT

1. Demonstrates the Knowledge and Use of Various Counseling Theories, Techniques, and Practices
 - a. Understands counseling theories
 - b. Understands counseling techniques and practices
2. Adheres to Standards of Practice Regarding Confidentiality and Ethical Conduct
 - a. Communicates guidelines to students, families, and staff
 - b. Follows guidelines consistently
3. Assists Parents and Students in Making Appropriate Educational Plans and Life Decisions
 - a. Engages parents and students consistently
 - b. Responds to parent and students needs and concerns
4. Understands and Applies the Principles of Human Growth and Development
 - a. Knows developmental characteristics
 - b. Uses developmental characteristics to enhance student well-being
5. Understands and Applies Knowledge of Diversity Issues
 - a. Knows diversity issues

- b. Responds to issues of diversity sensitively
- 6. Uses Communication and Conflict Resolutions Skills Effectively
 - a. Deescalates conflict situations effectively
 - b. Improves group dynamics through the use of effective communication skills

C. DELIVERY OF SERVICE

- 1. Maintains and Uses Relevant Data Following FERPA Regulations Around Confidentiality to Meet Student Needs and Assist Others with the Use of this Data
 - a. Uses a system that is effective in meeting student needs
 - b. Follows FERPA regulations
- 2. Maintains and Distributes to Students and Families Information Concerning Curricular Offerings and Other Appropriate Activities
 - a. Knows what information students and families need
 - b. Responds to requests for information from students and families
- 3. Maintains Skills to Access and Process Pertinent Computer Information Regarding Students' Records
 - a. Demonstrates proficient computer skills
 - b. Uses district technology support to further skills development, when needed
- 4. Understands the Basic Concepts and Principles of Measurement and Evaluation
 - a. Knows the principles of measurement and evaluation
 - b. Conveys the significance of data accurately
- 5. Promotes and Participates in Aligning the School Counseling Program with the Mission of the School
 - a. Promotes and participates in dialogue to align the counseling program and the school mission
 - b. Reflects on practices to better align the counseling program and the school mission

6. Determines School Counselor Priorities Based on Needs and Plans Tasks and Activities Accordingly
 - a. Prioritizes counseling actions based on student needs
 - b. Connects activities to demonstrated student needs

D. PROFESSIONALISM

1. Reflects on Practice and Sets Appropriate Professional Goals
 - a. Reflects on performance based on best practice
 - b. Sets appropriate professional goals to further development
2. Promotes Positive Relations Between/Within the School and the Community
 - a. Builds relationships that are characterized as supportive
 - b. Works cooperatively with other stakeholders in the school and community
3. Participating in a Collaborative Community
 - a. Works cooperatively and supports colleagues
 - b. Participates actively in professional collaborative activities
 - c. Participates and contributes to some school events or school and/or district projects
4. Growing and Developing Professionally
 - a. Participates in professional development to enhance content knowledge and pedagogical skill
 - b. Welcomes feedback from colleagues
 - c. Participates actively in sharing knowledge gained through professional development and assisting other educators
5. Showing Professionalism
 - a. Conducts interactions with colleagues, students, and the public honestly and with integrity
 - b. Participates in team or departmental decision making

- c. Complies with school and district regulations
- d. Maintains confidentiality

VI. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Effective personal and academic counseling techniques and procedures
- Counseling theory, ethics and associated legal confidentiality requirements
- Applicable sections of the State Education Code and other applicable laws, rules and regulations
- Normal and abnormal child behavior and development
- Behavior modification techniques and strategies
- Student assistance programs
- Community referral resources
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students
- Interpersonal skills using tact, patience and courtesy
- Record-keeping and report preparation techniques
- Operation of office equipment including a computer and assigned software
- Oral and written communication skills
- Operation of Professional Learning Communities (PLC)

ABILITY TO:

- Provide counseling and guidance services to students.
- Make referrals to other community resources, support groups and social service agencies as appropriate.
- Assess student needs and develop viable plans and alternatives.
- Plan, prepare and conduct individual and group counseling sessions.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of applicable laws, codes, rules and regulations.
- Set limits and personal boundaries for students.
- Complete work with many interruptions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and prepare various reports.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.

VII. EDUCATION AND EXPERIENCE:

Master's Degree

VIII. LICENSES AND OTHER REQUIREMENTS:

Valid Professional Educator License with a School Counselor endorsement issued by the Illinois State Board of Education

IX. WORKING CONDITIONS:

ENVIRONMENT:

- Classroom environment
- Office environment

HAZARDS:

- Contact with dissatisfied and abusive individuals.