

BERKS COUNTY INTERMEDIATE UNIT

POSITION TITLE: School Counselor Intern – Alternative Education

QUALIFICATIONS:

- A. Enrolled in an accredited school counseling graduate program and working towards Pennsylvania State Certification.
- B. Experience in addictions counseling preferred.
- C. Must possess the personal qualifications for the development of desirable working relationships with people in the school and community.
- D. Must have excellent oral and written communication skills with youth and adults.
- E. Previous successful experience with children who demonstrate ‘at risk’ behaviors preferred.
- F. Ability to work independently when appropriate.
- G. Experience working with students with disabilities and youth considered at-risk.
- H. Ability to travel within the workday to a variety of school settings and environments.
- I. Strong verbal, written, analytical, and interpersonal skills.
- J. Ability to organize and prioritize work and to meet deadlines.
- K. Ability to multi-task and take initiative.
- L. Ability to take direction from supervisors and accept feedback.
- M. Ability to work efficiently and successfully in a highly structured environment.
- N. The holder of this position could be required as part of his or her duties to engage in activities that can be charged to a Medical Assistance (MA) or other state or federal healthcare program. Clearance as a provider by both the Commonwealth of Pennsylvania and the federal government is therefore an essential qualification for this position.

REPORTS TO:

Program Administrator - Alternative Education

POSITION GOAL:

While receiving direct, on-site supervision from experienced counselors, School Counselor Interns will be provided with the opportunity to gain culturally diverse clinical experience within an Alternative Education learning environment. Interns will gain knowledge regarding organizing and administering counseling services for the BCIU Alternative Education Program with the primary intent of assisting every student solve their problems while also promoting growth of the individual in self-direction.

PERFORMANCE RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

- A. Counseling
 - 1. Counsel students on an individual basis at the middle school and high school levels when referrals are made from administrators, teachers, parents, and/or community agencies, with support of mentor.

2. Counsel students on an individual basis at the middle school and high school levels in terms of academic, social, emotional, and vocational development, with support of mentor.
 3. Support group counseling sessions as the need arises in the areas of personal, social, emotional, educational, and career development.
 4. Support each student in every classroom concerning career plans and goals, with a record of these careers and goals being kept on the permanent record of the students.
- B. Curriculum
1. Counsel students in following specific curricular programs that will provide the best preparation for specific career choices.
 2. Support the implementation of social-emotional wellness curriculum, bullying prevention programs, and mental health awareness programs.
- C. Scheduling
1. Aid in the evaluation of previous credits and orient new enrollees during the school year.
 2. Participate as a member of the intake team, when appropriate, and work with mentor to assist in scheduling and dissemination of intake materials.
- D. Communication
1. Support orientation programs for students who desire to further their education beyond high school.
 2. Experience visits by college, technical school, other schools of higher learning, and military representatives to explain post-graduation opportunities in their areas.
 3. Keep abreast of employment opportunities that are available to students.
 4. Communicate with students and parents at Open Houses.
 5. Disseminate career education information, including training available at the vocational-technical school/career and technology center, to students on an individual or group basis.
- E. Support Services
1. Support student teams in developing appropriate transition plans for students with various needs including, but not limited to special education, ESL, and homelessness.
 2. Assist students with college or employment applications and provide letters of recommendation and transcripts as requested.
 3. Work with and communicate with community agencies such as Family Guidance, Children's Services, Student Assistance Professionals, etc.
 4. Participate in Individual Educational Program (IEP) meetings, working closely with the classroom teacher in developing appropriate IEP transition plans for students.
 5. Support special projects that enhance the provision of counseling services and resources available to students and families (e.g., resource libraries, educational materials, etc.).
 6. Perform other duties and tasks as assigned by the Program Administrator or designee.

TERM OF INTERNSHIP:

Stipend and work schedule established by the Intermediate Unit Board of Directors in collaboration with the college/university.

EVALUATION:

Performance in this position will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel.

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

BCIU is an equal opportunity employment, educational, and service organization.

Print Name	
Employee Signature	Date:

Created: June 10, 2024

CC: Employee File