



*Preparing Students to Be Successful for Life*

Assignment	School Counselor Intern	Terms	Unpaid Position No Benefits 110 Days
Department	District		
Group	Student Teacher / Intern		
License	Current Enrollment in a School Counseling Program at an Accredited College/ University		

**Position Objective:** The School Counselor Intern supports students' academic, career, and social/emotional development through participation in a comprehensive school counseling program under the supervision of a licensed school counselor and/or administrator. Working collaboratively with students, families, staff, and community resources, the School Counselor Intern assists in facilitating opportunities for students to develop as citizens prepared for high school and beyond.

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#### **Required Qualifications:**

- Current enrollment in a School Counseling program through an accredited college/university
- Must work effectively and demonstrate exemplary interpersonal skills in dealing with students, staff members, and parents.
- Must have the ability to travel to/from various locations in the district as needed

#### **Performance Responsibilities:**

- Major Function: Supports the development and implementation of a comprehensive school counseling program that facilitates positive school climate with a growth mindset under supervision of a licensed school counselor.

##### Guided Curriculum

- Assists with the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- Assists with programs that help students become High School, College, and Career ready
- Assists students, individually or in groups, with developing academic, career, and personal/social skills goals, and plans
- Assists in accurately and appropriately interpreting and utilizing student data.

##### Preventive and Responsive

- Assists with providing individual and group counseling to students with identified concerns and needs under the supervision of a licensed school counselor.
- Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding student growth, needs, and interests.
- Supports implementation of an effective referral and follow-up process as needed.
- Assists in using assessment procedures for determining and structuring individual and group counseling services

##### System Support

- Assists with transition programs and activities for students.

- Provides appropriate information to school personnel related to the comprehensive school counseling program as directed.
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- Participates in professional development activities to improve knowledge and skills.
- Uses available technology resources to enhance the school counseling program.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Collaborates and discusses the comprehensive school counseling program with the school administrator and supervising counselor.
- Supports implementation of the District 59 Counseling Plan.
- Communicates goals of the comprehensive school counseling program to educational stakeholders as appropriate.
- Maintains current and appropriate resources that facilitate a school-wide growth mindset.
- Assists in using data to support comprehensive programs that meet student needs.

#### Accountability

- Participates in program evaluation activities related to implementation and effectiveness.
- Assists in collecting and analyzing data to guide program direction and emphasis.
- Supports monitoring of student academic performance, behavior, and attendance and assists with appropriate interventions.

#### Core Competencies:

- Highly ethical and able to maintain confidentiality
- Demonstrates professional conduct at all times
- Committed to continuous improvement and data based decision-making
- Displays quality work through accuracy and attention to detail
- Effective written, verbal, and technology based communication skills
- Works effectively and productively as a member of a team
- Exhibits a service orientation
- Demonstrates technology skills as required by job responsibilities
- Commits the necessary time and effort to meet professional responsibilities

#### Physical Activity Requirements:

- Routine physical activity associated with normal school environment
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computer monitors, extensive reading