MSD of Decatur Township
Middle School Counselor

**Responsible to:** Small Learning Community Director/Assistant Principal

**Coordinates with:** School Principal, Small Learning Community Directors, building staff, other counselors, and the Director of College and Career Readiness

**Qualifications:**
1. Indiana School Counselor license
2. Master's degree
3. Classroom teaching experience preferred
4. Good communication and presentation skills
5. Strong human relation skills, including professional tact, diplomacy and collaboration
6. Problem solving, organizational and leadership skills
7. Strong work ethic and high moral character
8. A sincere desire to support the social, emotional, academic and career needs of all students

**Responsibilities/Key Duties/Essential Functions:**

**A. Professionalism and Professional Growth**
1. Pursue continuous professional growth and participates in professional development activities to improve knowledge and skills.
2. Demonstrate knowledge of, and adhere to local, state, and federal policies, regulations, and laws pertaining to school counseling.
3. Demonstrate continuous personal growth and professional development.
4. Maintains respect at all times for confidential information.
5. Be an active participant in developing and implementing an evidenced-based school counseling program.
7. Seek resources to promote and support the school counseling program.

**B. Counseling and Consultation**
1. Use data to drive decision making on tier I, II, & III interventions for students.
2. Create and implement interventions and supports for students who are tardy or absent.
3. Create and implement interventions and supports for students who have disciplinary problems.
4. Provide individual and small-group counseling services to students based on attendance, behavior, grade data, and conflict resolution.
5. Provide student assistance services for students with personal, social-emotional or academic concerns that interfere with learning. This includes individual and group counseling, crisis counseling and referrals, and career counseling.

**C. Academic, College/Career, and Social/Emotional Development**
1. Utilize Naviance for individual student planning, college and career readiness curriculum and pathway development.
2. Individual student academic program planning which includes utilizing a district provided tool to track and maintain accurate student transcripts.
3. Assist all students, individually and in groups, with developing academic, career and personal/social skills, goals and plans.
4. Design, deliver and evaluate a curriculum including classroom, small group, and individual lessons covering Academic development, Social-Emotional development, Career development, and Citizenship development.
5. Collaborate with teachers to present school counseling core curriculum lessons.
6. Implement the school counseling curriculum.
7. Initiate contacts with professionals in the community and arrange for students to job shadow.

D. Program Development, Management and Evaluation
1. Contribute to the planning and evaluation of the counseling program based on ASCA/ISCA competencies.
2. Design an efficient system of activities that support the guidance, counseling, and advocacy initiatives including the development of program foundations, activity preparation, school and community networking, professional development activities, record keeping related to school counseling, and school counseling evaluation activities.
3. Participate in and/or facilitate school improvement initiatives.
4. Provide appropriate information to school personnel related to the school counseling program; communicate the goals of the program to stakeholders.
5. Assist in developing and facilitating parent/student capacity building workshops.
6. Use available technology resources to enhance the school counseling program.
7. Effectively use multiple technological tools such as Naviance, Skyward, and presentation software.
8. Analyzes, interprets, and utilizes data for decision-making and program development.

E. Data-based Accountability
1. Coordinate and facilitate administration of standardized testing.
2. Assist teachers, parents/guardians, and other stakeholders in interpreting and understanding cognitive, aptitude, achievement tests and student data.
3. Accurately and appropriately use assessment procedures for determining and structuring individual and group counseling services.
4. Disaggregate and analyze data for student growth and in targeted student achievement-related and student-choice related fields.
5. Accurately and appropriately interpret and utilize student data.

F. Student Advocacy
1. Ensure student records are maintained as per state and federal regulations.
2. Help teachers and administrators identify and resolve student issues, needs and problems.
3. Consult and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
4. Plan and conduct bullying and harassment training.
5. Implement an effective referral and follow-up process as needed.
6. Participate in and facilitate the intervention team process.
7. Refer students to appropriate program specialists or community agencies.
8. Promote high achievement and advocate for a supportive learning environment for all students; promote an understanding of various ethnic or cultural groups; and provide assistance to teachers to help all students learn.
9. Coordinate and/or conduct peer mediation and restorative practices circles.
11. Participate in special education case conferences contributing information in the areas of academic achievement in classes, progress toward graduation, professional impressions of the student based on observations and interviews, and make relevant information about the student provided by outside agencies. When necessary, serve as the Public Agency Representative (PAR) in a case conference.