



**CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN**  
**TALENT DEVELOPMENT OFFICE**

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## **School Counselor**

### **POSITION SPECIFICATIONS**

#### **REPORTS TO**

Director of Pupil Services and/or building Principal.

#### **PRIMARY FUNCTION**

To provide active on-going information, counseling and support services to students in the areas of academic advising, career and college exploration, personal growth and social development. The school counselor works closely with students, teachers, administrators, external agencies and institutions and with the student's family to ensure that graduation and post-secondary educational planning is consistent with each student's values and personal aspirations.

School counselors help develop capacity in students to become lifelong learners, college ready, productive citizens by maintaining a safe and secure culture in the schools and by providing relevant services and data to school staff, students, parents and the community.

#### **QUALIFICATION PROFILE**

##### **CERTIFICATION / LICENSE**

Connecticut special service endorsement as a School Counselor (068) or Guidance Counselor (067).

##### **EDUCATION**

Master's degree from an accredited college or university in education or other relevant field preferred.

##### **EXPERIENCE**

Prior school counselor experience preferred.

#### **SKILLS, KNOWLEDGE & ABILITIES**

- Demonstrates a knowledge, understanding and application of the three domains of school counseling: academic advising, career and college exploration and obtainment, and personal and social growth and development.
- Strong oral and written communication skills.
- Ability to deal effectively with students, parents, staff and the public.
- Knowledge of national, state and local educational goals and objectives.
- Ability to maintain confidentiality of information as necessary.

#### **ESSENTIAL PERFORMANCE RESPONSIBILITIES**

- Provides counseling and guidance across the three domains of school counseling: academic advising, career and college exploration and obtainment, and personal and social growth and development.
- Supports academic departments with data regarding student performance on district and statewide assessments.

- Develops and implements school wide programs to promote student attendance, achievement, and drop-out prevention.
- Partners with administration and other staff to promote a school culture of safety and security.
- Supports school wide testing programs and protocols.

#### Academic Advising/Counseling

- Assists student in selecting appropriate courses
- Assists students in planning a school program.
- Helps students who experience academic difficulty to plan a course of action for improvement.
- Reviews credit status leading to graduation (high school).
- Explains standardized test results to students and parents.
- Assists staff as a consultant regarding counselees.
- Participates in the identification of students with special needs.
- Maintains a current and accurate personal knowledge base of available courses appropriate for each student.
- Communicates with guardians regarding academic advising on a routine basis.

#### Career Advising/Counseling

- Develops with students a specific college/career/employment plan of action.
- Makes students aware of college and career center resources.
- Serves as a resource to students to begin the plan for college and career exploration.
- Communicates with guardians regarding career advising on a routine basis.

#### College Counseling

- Participates in school counselor orientation program for each grade level where college requirements, benefits of secondary education and process for pursuing secondary education are explained and reinforced.
- Discusses post high school plan of action for each Junior and Senior student.
- Updates personal knowledge on colleges and other post high school educational opportunities by attending conferences, visiting colleges, and meeting with college representatives.
- Facilitates students in the taking of appropriate standardized tests necessary for post high school planning.
- Communicates with guardians regarding college counseling on a routine basis.
- Actively assists students as necessary with the college application process, i.e. timelines, essay questions, personal reflection statements, financial aid information and requirements.
- Counselors will provide information forms and other materials, including student and family workshops on the financial aid process during the school year.
- Communicates with students, families and guardians on a routine basis on all aspects of the college application and admission process on schools under consideration.

#### Personal Counseling

- Provides personal counseling to assist students in the areas of self-awareness and problem solving skills.
- Makes referrals, when appropriate, to support services personnel, student health center, community resources, administration, or PASS team.
- Participates as a member of the building PPT.
- Assists students in transition from one academic level to another.
- Helps students improve motivation and encourages students as needed.
- Helps students and staff problem solve student/staff conflicts.
- Communicates with guardians regarding personal counseling issues with the bounds of confidentiality.

### **ADDITIONAL DUTIES**

- Remains current with latest developments in the field of school counseling.
- Shares professional literature and innovative practices with staff.
- Contributes to school committees, staff meetings and other staff efforts.
- Assists in interpreting the District's instructional program to parents and other stakeholders.
- Maintains good relations with area educational institutions, i.e., public, private, parochial, and state.

- Delivers guidance curriculum to each grade level as determined by Department chair, Principal, and District coordinator of school guidance, etc.
- Other duties as assigned by supervisor.

## EQUIPMENT

Must be able to use a computer and job related equipment.

## TRAVEL REQUIREMENTS

Attend PPT and 504 meetings in locations throughout the district and in magnet schools in the Greater Hartford area where district students attend school.

## TERMS OF EMPLOYMENT

### SALARY & BENEFITS

Salary and benefits as set forth in the Local 871 collective bargaining agreement.

### WORK SCHEDULE

As per the Local 871 collective bargaining agreement.

### UNION AFFILIATION

Local 871, New Britain Federation of Teachers.

## FUNDING SOURCE

Determined by position.

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*Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.*

CREATED: 5/86  
REVISED: 7/05 JF, 1/07JF, 11/07 LT  
REVISED: 10/2018 HC  
BOARD APPROVED: 11/5/18