



DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

TITLE: School Counselor

DATE: January 2015

DEPARTMENT/GROUP: Professional, DAEA

LOCATION: District by building

REPORTS TO: Building Principal

FLSA: Exempt

JOB SUMMARY: The school guidance counselor promotes the overall development of students from kindergarten to twelfth grade in the academic, career, and personal/social areas.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Guides students through the development of educational, career, & personal plans through implementation of district counseling curriculum and other strategies.
2. Consults with staff in implementing the assigned tasks and services.
3. Counsels individual and/or small groups of students with presenting concerns.
4. Uses accepted theories & techniques appropriate to school counseling.
5. Consults and conferences with parents/guardians, staff, administrators, agencies, and others to enhance ongoing work with students.
6. Uses an effective process for referring students and others toward special programs and services within and outside of the district.
7. Coordinates with appropriate Intervention Counselor, School Social Worker, Attendance Officer, and caseworker to follow up and/or return to school transition. Participates in the coordination of the building's standardized testing programs.
8. Interprets test and other appraisal results when necessary.
9. Uses other sources of student data appropriately for assessment purposes.
10. Works with Probation officers & the Juvenile Court system when necessary.
11. Oversees & maintains accurate student records.
12. Adheres to district policies & procedures.
13. Adheres to professional, ethical, and legal standards.
14. Participates in educational team meetings including Child Study, Pre-referral and Multidisciplinary Teams, SAP Team.
15. Serves as a member of the Gifted Multidisciplinary Team
16. Responsible for collating, completing, and submitting of referrals for multidisciplinary evaluations.
17. Participates in Interagency Team meetings when requested.
18. Serves as a member of the IEP meetings.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Involvement in activities and or events to support students as outlined in current bargaining unit agreement.
2. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania certification for the position
 - Master's degree with PA certification.
2. Required to complete all IB Training. (S.T.E.M. only).
3. Demonstrates proficiency in use of technology for individual, and small and large group instruction.
4. Possess effective interpersonal skills with the ability to interface diplomatically with other teachers, administrators, parents, students, support staff, and outside professional contacts.
5. Must be able to flex and vary hours to accommodate needs of students, parents, and other teachers.
6. Follows the standard of member conduct as stated in the PA Code of Professional Practice and Conduct for Educators.
7. Possess the skills necessary to effectively implement the district guidance curriculum.

8. Demonstrates ability to provide good judgment, planning, and human relations skills, as well as be required to work under periods of stress due to the level of the position responsibility.
9. Ability to communicate to provide accurate information to others and to obtain, give, and follow directions.
10. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
11. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access multiple classrooms, file cabinets, office equipment, etc.
- B. The position requires the employee to frequently operate a computer and other office and classroom equipment such as a copy machine, fax, printer, overhead, and Smart Board.
- C. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
- D. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
- E. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- F. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies and schools throughout our service area.
- G. The employee is frequently required to communicate and interact in person and by phone or e-mail with the public, students, parents, staff, other administrators, board members, and community agencies.
- H. Additional physical requirements may be necessary based on student issues/needs. (i.e., emergency situations)

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy and PDE.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to change the qualifications for the job as deemed necessary by state or federal requirements.

Listing of terms: IEP: Individual Educational Program, IST: Instructional Support Team, MDE: Multi-Disciplinary Evaluation, MDT: Multi-Disciplinary Team, SAP: Student Assistance Program

I have read and understand the expectations contained in this position description.

Position Holder's Signature: _____ Date: _____

Print Name: _____

A copy of this form may be obtained in the Human Resources Department.
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