



SCHOOL COUNSELOR

QUALIFICATIONS:

- Hold an Illinois Professional Educator License with a School Support Personnel Endorsement in School Counselor or Guidance
- Proficiency in counseling and in other functions that may be needed as supplements to examinations
- Ability to guard, maintain, and preserve confidential information
- Strong organizational skills, detail-oriented with the ability to prioritize multiple tasks
- Ability to communicate to students, parents and staff in an acceptable/courteous manner
- Must have excellent oral and written communication skills to work with students, teachers, education support personnel, building administrators and the general public
- Ability to enforce school regulations and policies in a professional manner
- Ability to maintain good working relationships with fellow employees and pupils
- Other qualifications that are deemed important or necessary by the Board of Education

REPORTS TO:

- Building principal or other designated supervisor

JOB GOAL:

- To help the students and staff discover and develop their best potential for personal happiness, school success and social usefulness

PERFORMANCE RESPONSIBILITIES:

1. Assist students and teachers in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data and works with students in evolving education and occupation plans in terms of such evaluation
2. Coordinate and oversee the administration of standardized testing programs, including scheduling, training staff, and ensuring compliance with state and district guidelines.
3. Assist in the identification, diagnosis and remediation of individual students with specialized needs and attends conferences when properly notified by the special needs teacher and when necessary
4. Counsel students individually and in small groups who express or exhibit problems in or out of school
5. Help students learn how to approach life situations involving coping skills/problem solving
6. Assist administration in implementing all policies and rules governing student life and conduct and maintains order in area(s) supervised in a fair and just manner
7. Consult with parents, staff, administrators and community agencies regarding all facets of student development and various district programs and procedures
8. Provide orientation services for students, parents and staff
9. Monitor and assist in the delivery of a comprehensive program of educational and career planning geared to the students' needs
10. Demonstrate effective planning and organization in execution of job functions
11. Keep current with changes in counseling strategies and attempts to incorporate positive change in the delivery of counseling services
12. Advise students and families related to academics, career planning and graduation
13. Keep abreast of all high school graduation requirements, including special requirements such as community service and communicates the information to the principal
14. Assist students and parents with the course selection according to state credit and graduation requirements, student needs, interests and post-secondary goals
15. Master student scheduling conflicts completed prior to end of school year
16. Supervise the preparation and processing of college, scholarship, financial aid and employment applications
17. Register students new to the school and orients them to school procedures and the school's varied opportunities for learning; follow up to determine their adjustment to the school
18. Work to prevent students from dropping out of school
19. Encourage students to participate in school and community activities
20. Provide information regarding admissions for trade schools, special skills schools, programs, colleges and



universities

21. Maintain necessary records and documents as it relates to ISBE and guidance and college and career pathways/endorsements
22. Arrange and organize conferences between students and college/career/vocational representatives
23. Foster strong partnerships with local colleges and ensures alignment with career pathways
24. Connect students to school and community resources to help the students overcome barriers and ensure the successful transition from high school to college

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.