

ELMHURST CUSD 205

School Counselor

Job Description

Position Title: School Counselor

Supervisor: High School Department Chairperson of Guidance & Counseling Services or building Principal/Assistant Principal

FLSA Status: Exempt

Purpose: The purpose of a school counselor in Elmhurst CUSD 205 is to positively impact the achievement of all students by addressing the developmental needs of students through the delivery of a comprehensive school counseling program that addresses the academic, college/career, and social-emotional development of all students. Counselors work collaboratively with students, administrators, teachers, parents, and the community to promote student success and respond to identified student needs.

Essential Functions:

Development, Management, and Delivery of a Comprehensive School Counseling Program

- Uses data to create and implement a comprehensive school counseling program that is developmentally appropriate and meets the needs of all students.
- Delivers group skill based curriculum based on SEL standards in the areas of academic planning, and social-emotional development. For high school counselors, college and career planning is also expected.
- Maintains current and appropriate counseling resources for students and families.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Participates in professional development activities to improve knowledge and skills.
- Collaborate with teachers, student support services staff, and administrators within the building and District-wide to address ways to improve student support and growth.
- For middle school counselors, participate in the development of the MS Counseling Program curriculum with the Learning and Teaching Department and deliver social emotional program instruction to students. Middle School Counselors assist in developing SEL learning for all students for implementation into the student's day.

Individual Student Planning

- Works with students to develop individual academic and personal goals.
- Assists students with course selection and planning that align to academic and personal goals.

- For high school counselors, working with students on career and college goals is also essential.

Preventative and Responsive Services

- Monitors caseload of students in the areas of academic performance, behavior, attendance, as well as social-emotional well-being and facilitates appropriate interventions.
- Provides short-term, solutions-focused counseling, in consultation and collaboration with parents/guardians, teachers, other student support services staff, and other educational/community resources based on identified social emotional concerns or needs.
- Implements an effective referral and follow-up process for students on caseload.

Accountability

- Measures and analyzes data results of the comprehensive school counseling program activities and shares results with relevant stakeholders to help guide program direction and emphasis.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures.

Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

Use of Technology - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control.

Impact & Influence - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; addresses divergent opinions.

Diversity - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.

Organizational Support - Follows policies and procedures; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.

Strategic Thinking - Understands organization's strengths & weaknesses; adapts strategy to changing conditions.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities; takes calculated risks to accomplish goals.

Personal Appearance - Dresses appropriately for position; keeps self well groomed.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Judgement - Exhibits sound and accurate judgment; includes appropriate people in decision-making process.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from four-year college or university.

Language Skills

Ability to read, analyze, and interpret student data and assessment information. Ability to write reports, effectively present information, and respond to questions from colleagues, parents, students and administrators.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Gmail, Powerschool and other school relevant data systems, Aesop Absence Management, Skyward employee access, and other relevant systems for integrating technology in the classroom. Should also have knowledge of and skills to use Microsoft Excel and/or Google Sheets Spreadsheet software as well as Microsoft Word and/or Google Docs Word Processing software.

Certificates, Licenses, Registrations

State of Illinois Professional Educator License (PEL) School Support Personnel Endorsement in School Counseling.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or

hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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