

JOB TITLE: SCHOOL COUNSELOR

Reports to: Building Principal

Job Summary: The School Counselor provides services and activities that meet the needs of the students; consults with teachers, staff, and parents to enhance their effectiveness in helping students; and provides support to other educational programs. Works proactively at multiple levels to achieve the creation of safe, welcoming schools and improved student performance.

Essential functions of the job may include but are not limited to the following:

- Implement or assist in implementing a safe school climate that results in academic and personal success for all students.
- Work with school community to design a program to incorporate kindness into the existing school rituals, traditions and value statements, in which various stakeholders can take ownership.
- Conduct classroom lessons/activities to support instruction, educational transitions, and personal development.
- Conduct individual counseling in areas of educational and personal need as referred by staff, family, or self-referred.
- Establish support groups for the children with common issues.
- Coordinate proactive programs that promote, safety, kindness, inclusion, etc...
- Consult and coordinate with staff, parents, and community resources.
- Assist in implementing an on-site crisis intervention/management plans.
- Participate in the special education process.
- Conduct parent education sessions on topics of widespread interest and direct parents to other resources.
- Assist students with registration.

Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Write weekly or monthly articles for the school newsletter and updates the website with counseling related information.
- Attend all school events, such as concerts, art shows, science night, and plays.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.

JOB TITLE: SCHOOL COUNSELOR (cont)

Knowledge, Skills and Abilities Required:

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.

- Minnesota State Certification in School Counseling
- Develop and maintain rapport with students, parents, and colleagues.
- Able to work in collaboration with instructional staff: inclusive education, special education and school climate and culture.
- Commitment to working effectively with students and families from diverse cultural and socio-economic backgrounds.
- Demonstrates considerable care and skill in completing work assignments.
- Familiarity with i-pad use as an instructional tool to individualize learning.
- Ability to multi-task.
- Ability to apply correct English usage, grammar, spelling, punctuation and vocabulary.
- Must have excellent communication skills in order to communicate effectively both orally and in writing with employees at all levels in the organization as well as with people outside the organization.
- Proven ability to establish and maintain cooperative and effective working relationships with others including students at age level of position and present a professional appearance.
- Ability to maintain confidentiality, understand and follow data privacy rules and regulations related to students and staff and maintain confidentiality.
- Must have the ability and proven record of reporting to work on a regular and punctual basis.