

# Joliet Township High School

**POSITION TITLE:** SCHOOL COUNSELOR

**REPORTS TO:** PPS Coordinator

**QUALIFICATIONS:** Master's Degree  
Type 73 Guidance Certificate

**JOB GOAL:** School counselors address academic development, career development, and personal/social development of students through comprehensive school counseling programs of developmental, preventive, remedial, and responsive services.

## **DUTIES AND RESPONSIBILITIES:**

### **GUIDANCE CURRICULUM**

1. Provide leadership and collaborate with other educators in the development and implementation of the district-wide Comprehensive Guidance Curriculum.
2. Develop and maintain plans for the effective delivery of the Comprehensive Guidance Curriculum.
3. Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
4. Assist students in the acquisition, evaluation, and appropriate use of information, including but not limited to Naviance and other technology platforms necessary for college enrollment.
5. Ensure students and their caregivers are aware of requirements for graduation, college admission, FAFSA, scholarship opportunities and trade requirements, as well as, any NCAA requirements that may be necessary for athletic participation.
6. Assist all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.
7. Accurately and appropriately interpret and utilize student data to ensure that the school guidance program is meeting the academic, career and personal/social development of all students.
8. Collaborate with caregivers and educators to assist students with educational and career planning.
9. Provide the leadership for the Advisory Program including professional development for Advisors.
10. Conduct Advisory and classroom guidance lessons.
11. Facilitate visits between students and college representatives on campus. Arrange and direct visits to relevant colleges and college fairs.

## **PREVENTIVE AND RESPONSIVE SERVICES**

1. Provide individual and group counseling to students with identified concerns and needs.
2. Consult and collaborate effectively with caregivers, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
3. Monitor student academic performance, behavior and attendance and assist with appropriate interventions.
4. Implement a process which includes referral and progress monitoring for students and caregivers to access school and community resources.
5. Accurately and appropriately use assessment procedures for determining and structuring individual and group counseling services.
6. Provide crisis intervention and responsive services.
7. Facilitate conferences, as needed, between students and caregivers with teachers, deans, social workers, psychologists, administrators and other appropriate individuals.
8. Assist students in conflict resolution.

## **LEADERSHIP AND COORDINATION**

1. Participate in and contribute to school improvement initiatives.
2. Follow all school district policies, procedures and practices.
3. Prepare and maintain reports and assure appropriate and accurate information is maintained in each student's records.
4. Conduct student registration and student scheduling, including necessary changes to schedules and other class adjustments.
5. Collaborate with other school personnel in providing special placement and special programs, including but not limited to, participation in Special Education meetings.
6. Assist with the administration of district testing and the interpretation of the results.
7. Participate in articulation activities with the associated sender schools.
8. Organize and participate in evening or weekend events and meetings such as but not limited to: college nights, open houses, parent meetings, graduation, award ceremonies and student registration sessions.
9. Communicate with caregivers, staff, other professionals and the community to assist them in helping students in academic, career and social development and to understand the overall role of the school counseling program.
10. Be available for caregivers, students, and/or staff prior to the start of the school day and for an appropriate period of time after the school day.
11. Continue personal professional growth and development.
12. Perform other tasks and assume such other responsibilities as may be assigned.

**Terms of Employment:** Ten-Month contract. Salary to be determined in accordance with teacher contract.

**Evaluation:** Performance to be evaluated bi-annually in accordance with the Board and Administrative Policy.