

## JOB DESCRIPTION

### JOB TITLE/ASSIGNMENT

<b><u>JOB TITLE:</u></b>	School Counselor Intern - Unpaid
<b><u>REPORTS TO:</u></b>	Director of Student Services
<b><u>REQUIREMENTS:</u></b>	Currently enrolled in a School Counselor program (working toward PEL endorsement)
<b><u>WORK YEAR:</u></b>	2023/2024 School Year

### RESPONSIBILITIES/DUTIES

#### **PERFORMANCE RESPONSIBILITIES:**

1. Participate in department Multi-tiered Systems of Support (MTSS) meetings (and associated follow up items)
2. Assist with academic planning/scheduling for students
3. Assist with social-emotional instruction through freshman orientation programming
4. Assist with social-emotional instruction through targeted intervention groups.
5. Assist with college and career planning activities
6. Assist with departmental crisis assessment and response needs
7. Collaborate and consult with supervising counselor, other members of the Student Services Department, and other members of the LZHS staff in support of student needs.
8. Other activities as assigned by supervising counselor

### PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day typically involving frequent standing, walking, sitting, bending and lifting at least 50 pounds. Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

### ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_