JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

JOB TITLE:　　　　　School Counselor Intern - Unpaid

REPORTS TO:　　　　　Director of Student Services

REQUIREMENTS:　　　　Currently enrolled in a School Counselor program (working toward PEL endorsement)

WORK YEAR:　　　　　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

SIGNATURE _____ DATE _____

PRINTED NAME _____