

**MECHANICSBURG AREA SCHOOL DISTRICT**

**JOB TITLE:** School Counselor

**DATE:** June 2009

**REPORTS TO:** Principal and  
School Counselor Coordinator

**APPROVED BY:** Board of Directors

**SALARY RANGE:** Determined by the  
Collective Bargaining Agreement

**ASSIGNMENT:** Determined by the  
Superintendent

**JOB SUMMARY:** Assist in the organization, implementation and continuing evaluation of an effective and coordinated guidance and counseling program at the assigned level and throughout the school district.

**ESSENTIAL FUNCTIONS:**

1. Provide individual and group counseling to help students resolve personal, social, career and academic problems.
2. Service as a consultant to parents, teachers, administrators, and other concerned individuals as to the needs of individual students in an attempt to provide the best possible learning environment.
3. Orient students, parents, and staff to guidance and counseling services and assist in providing an orientation to the school program and facilities.
4. Assist in carrying out the coordinated school district testing program. This includes interpretation of results through individual or group methods to students, teachers, administrators, and parents.
5. Maintain educational and career information and assist in the delivery of the career education program. Help students develop career competencies, goals, and make related decisions.
6. Direct the maintenance of relevant and accurate pupil educational records. Aid students, parents and teachers in understanding and using this information in ways that will provide optimum learning conditions for each student.
7. Coordinate activities and individual assessment for students as they transition from grade to grade, are identified for specialized programming begin post secondary education or training programs or enter the world of work. Provide counseling, consultation, and follow-up with parents and school personnel as appropriate for each student activity.
8. Intervene in crisis situations.
9. Provide referral, liaison, and follow-up services with staff specialists, community agencies, and resources outside the school, which support the goals of the guidance program.
10. Promote a positive climate within the school and community, which supports students in developing a positive self-image and who are accountable for their decisions and actions.
11. Utilize effective systematic communication with administration, staff parents, and the community.
12. Service parents and staff on child development and other issues within the counselor's area of expertise.

13. Promote the use of modern technology to increase the efficiency of program delivery.
14. Initiate follow-ups with students that will aid in providing current and relevant feedback in regard to effective counseling services and educational programs.
15. Participate in district research and development activities.
16. Participate on and/or provide input to teams such as student assistance, instructional support, and multi-disciplinary.
17. Pursue a personal program of professional development.
18. Serve on district planning and development committees such as strategic planning, curriculum development, and program evaluation.
19. Perform other duties as assigned by administration.

**MINIMUM QUALIFICATIONS:** PA Department of Education Certification in School Counseling. Act 34, Act 151 and Act 114 clearances required.

**PHYSICAL REQUIREMENTS:** Position requires stooping, crouching, reaching with hand and arm, standing in a stationary position, walking at moderate speeds, use of fingers. Person must be able to communicate verbally and to hear with no more than a 40-decibel loss. Vision clarity of near, far and mid-range vision is needed (less than 20 inches and more than 20 feet). Depth perception, ability to focus on objects clearly, with field of vision and ability to identify colors is needed. Itinerant teachers must have a valid PA driver's license.