



MANHATTAN SCHOOL DISTRICT 114 - EMPLOYMENT & PERSONNEL

POSITION TITLE: SCHOOL COUNSELOR

DEPARTMENT: Student Services

CLASSIFICATION: Certified

REPORTS TO: Director of Student Services / Building Principal

QUALIFICATIONS:

- Valid Illinois Professional Educator License (PEL) with a School Counselor endorsement
- Knowledge of child and adolescent development, counseling techniques, and crisis response strategies
- Experience in an educational setting is preferred
- Strong interpersonal, communication, and organizational skills
- Ability to work collaboratively with diverse students, families, and staff members

PERFORMANCE RESPONSIBILITIES:

- Demonstrate support for the mission, beliefs, and goals of MSD114
- Develop and implement a comprehensive, data-informed school counseling program aligned with the American School Counselor Association (ASCA) National Model
- Provide individual and group counseling to support students' social-emotional, academic, and behavioral needs
- Plan and deliver classroom guidance lessons on topics such as emotional regulation, peer relationships, conflict resolution, study skills, and career exploration
- Collaborate with teachers, administrators, and support staff to identify students in need of intervention and provide appropriate services
- Participate in problem-solving teams, MTSS (Multi-Tiered System of Supports), and IEP/504 meetings as needed

JOB DESCRIPTION (CONT.) - SCHOOL COUNSELOR

- Respond to student crises and support school-wide crisis prevention and intervention efforts
- Consult with parents and guardians to enhance student success and connect families to community resources
- Advocate for equity, inclusion, and the well-being of all students within the school community
- Maintain accurate and confidential records in accordance with district, state, and federal guidelines
- Engage in ongoing professional development to stay current with best practices in school counseling and student mental health
- Provide in-service training in guidance for teachers
- Advise administrators and faculty about individual children
- Assist in scheduling and placement of students providing pertinent information for student placement
- Serve as a member of the intervention team for any type of crisis
- Serve as resource for child abuse cases
- Organize and maintain such records as assigned by the principal
- Accepts other responsibilities and duties relevant that may be assigned by administration

EVALUATION: School Counselors are evaluated by the director of student services or the building principal. Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on the Evaluation of Professional Personnel, developed pursuant to State law.

TERMS OF EMPLOYMENT: Full-Time

Salary and Benefits are based on the collective bargaining agreement

FLSA CLASS: Exempt

REVISED: July 2025