

Mt. Lebanon School District	
Job Description	
Position	High School Guidance Counselor
Classification	Exempt
Salary & Benefits	In accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Education Association
Work Hours/Year	According to the School Calendar approved and published by the Board of School Directors and in accordance with the current collective bargaining agreement between the Mt. Lebanon School District and the Mt. Lebanon Education Association
Reports To	School Principal, Director of Special Education
Summary The High School Guidance Counselor functions as the central figure in interpreting and carrying out the guidance program as an integral component of the total education program. The High School Counselor provides services to students, parents, teachers, and administrators while carrying out the goals and objectives of the counseling program, provides, when appropriate, services in large groups, small groups and in one to one counseling, provides services related to academic, career planning, and personal-social development, and maintains communication with school staff, parents, and outside agencies regarding the program, activities, needs of students, and related statistics.	
Essential Functions - Assist in the maintenance of accurate student files, including academic records, confidential records, test results, and transcripts. - Encourage participation of each student in at least one phase of the student activities program. - Maintain files of educational and occupational information for student, parent, and/or teacher use. - Assist in the development and administration of a standardized testing program and interpret the results, as needed, to students, parents, and teachers. - Provide information about community agencies and to community agencies for additional help for students as needed. - Help students assess their interests, abilities, and aptitudes, and in using this assessment to make educational and vocational decisions. - Provide a system for forwarding transcripts and recommendations to other schools, agencies, colleges, and prospective employers as authorized in writing. - Help to facilitate smooth intra- and inter-school transitions between grade levels and grouping levels to enhance student adjustment. - Assist in the development of educational and vocational aspirations of students and parents. - Provide individual counseling for those students who experience social/emotional problems and/or adjustment difficulties. - Assist students and parents in building an appropriate high school plan of study and making informed decisions on course selections that are in keeping with post high school planning. - Assist students and/or parents in developing long and short range career goals. - Prepare and present cases at staffing conferences. - Participate in the Student Assistance Program for drug, alcohol and suicide assessment. - Write and present programs to P.T.A. general and grade level meetings. - Plan, lead and/or participate in parent/teacher staffing conferences. - Plan cooperatively with parents, teachers, and administrators for students with special needs. - Assist potential at-risk students through participation on the Student Assistance Team.	

- Assist in the on-going planning and development of the Comprehensive Career Development Program for grades 7-12, lead activities as needed.
- Meet with students and parents individually each year utilizing the Individualized Guidance Plan.
- Help with the planning and organization of school events such as Cum Laude, Honors Assemblies, and Graduation.
- Develop and utilize different activities and programs to become more proactive in assisting students.
- Help students utilize all services in the Career Resource Center.
- Co-facilitate appropriate educational support groups in conjunction with the Student Assistance Program.
- Plan, lead and/or participate in IEP conferences.
- Help plan and lead periodic educational programs for parents; i.e., Post High School Planning, Financial Aid evenings.
- Maintain a working knowledge of current legislation, regulations, policies, and ethical issues related to the provision of educational and school counseling services.
- Perform other duties as assigned by the Building Principal, Director of Special Education, and other administrative personnel.
- Actively participate in in-service training sessions and pursue professional development to maintain appropriate licenses and certifications, in compliance with Act 48 requirements, and to stay current on researched-based instructional strategies and services.
- Demonstrate professionalism and maintain good moral character in aspects that occur in and beyond the classroom/school building.

Qualifications

- Minimum of a Masters degree from an accredited college or university and completion of a PA Department of Education approved school counselor preparation program
- Appropriate active specialist certification issued from the Pennsylvania Department of Education according to the *Certification Staffing Policy Guidelines*, or equivalent authorization in the form of a college/university placeholder letter stating completion of a PDE approved school counselor preparation program and evidence of passing scores on credentialing exams, while certification is pending through PDE
- State mandated renewable background clearances and trainings for employment in PA public schools

Competencies

- Must possess excellent interpersonal skills including active listening skills and the ability to communicate clearly and professionally with students, parents, outside agencies and vendors, and other District employees.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgement, and work under high level of stress as it pertains to the job.
- Must be able to manage workflow (organize and prioritize tasks within defined specifications and timelines, manage conflicting priorities).
- Must be able to perform administrative tasks and document and record information (entering, transcribing, recording, storing, or maintaining information in written or electronic form).
- Must possess computer skills, including a working knowledge of standard office, classroom equipment, media and software applications, and other technologies.
- Must be able to learn and apply new skills, especially technological skills.
- Must be able to think creatively, analyze, and solve problems.
- Must appropriately handle confidential information.
- Must understand the philosophical, historical, and legal foundations of education and school counseling.
- Must be able to interpret data related to cognitive and aptitude tests.

- Must understand characteristics of individuals with disabilities, or who have experienced trauma or physical and emotional instability, across the age range, including levels of severity, multiple disabilities and their influence on development, behavior and learning, including knowledge about the impact of language disorders, processing deficits, intellectual abilities, behavioral/emotional/social disorders, and physical (including sensory) disabilities on learning and behavior.

Work Environment

Typical school classroom, office, and other academic and non-academic settings within the school building (library, cafeteria, auditorium, gymnasium, playground, etc.).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer or other mobile device, and other therapeutic and assistive technologies and devices. The employee may be required to lift, carry, push, and/or pull objects. The employee may need to provide safe, physical management or restraint of students when necessary. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

The Mt. Lebanon School District is an Equal Opportunity Employer

The District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.