

MIDVIEW LOCAL SCHOOL DISTRICT

JOB DESCRIPTION

Title:	SCHOOL COUNSELOR	File: 308
Reports to:	Assigned Administrator/Supervisor	
Job Objective:	Plans/implements a comprehensive developmental guidance and counseling program	
Minimum Qualifications:	<ul style="list-style-type: none"> • Valid state department of education license/certificate as determined at the time of appointment. • Adheres to the <i>Licensure Code of Professional Conduct for Ohio Educators</i>. • Anticipates time constraints. Manages tasks efficiently to meet deadlines. • Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct. • Exhibits consistent, impartial and resourceful decision-making skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues. • Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. • Maintains a record free of criminal violations that would prohibit public school employment. • Meets all mandated health screening requirements. • Participates in all state/district mandated training sessions. 	
Essential Functions:	<p>1. Provides guidance/counseling services. Pursues ongoing program improvements.</p> <ul style="list-style-type: none"> a. Communicates program objectives/performance expectations to students/parents. b. Keeps current with state standards/guidelines. Collaborates with staff, students, families and the community to delineate short/long-range guidance program needs/opportunities. c. Allots time for individual/group counseling. Supports the development of curriculum that help students acquire/improve personal skills (e.g., accountability, decision-making, interpersonal communication, problem solving, responsible behavior, self-confidence, etc.). d. Develops/recommends strategies to improve promotion/graduation rates for at-risk students. e. Collaborates with staff to identify/resolve problems that impede student participation in appropriate learning activities. Helps ensure assessment procedures support non-biased planning activities. f. Investigates student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional problems, poverty, pregnancy/parenting, self-esteem, substance abuse, etc.). g. Safeguards student information shared with staff and/or referral sources. h. Plans/implements student intervention strategies. Monitors intervention efficacy to improve outcomes. i. Provides opportunities for all students to participate in an inclusive educational environment. j. Advocates for students. Monitors student demeanor. Investigates/reports atypical behavior. k. Helps students better understand themselves, make appropriate choices and grow academically. Promotes cultural awareness, self-reliance, problem-solving, critical-thinking and creativity skills. l. Facilitates student learning activities that encourage teamwork and positive peer relationships. m. Maintains career-focused resource materials. Helps students understand the interrelationship of academic courses and career objectives. Promotes a balanced perspective of work and family life. n. Helps staff with pupil management. o. Serves as a resource for drug/harassment/violence prevention, suicide and self-harm, and related school safety activities. p. Initiates student/family referrals to community services (e.g., legal, health, social services, etc.). Serves as a contact person for public agencies and an intermediary for parents/staff. q. Serve as Building 504 Coordinator. Write plans, communicate with staff, hold meetings, monitor progress, keep and share records as needed. Remain current in 504 laws and policies. r. Serves as lead resource for behavior interventions. Acts as behavior liaison to support teachers, Administration, and committees as needed. s. Uses available student data to identify and recommend programming to support the social 	

- emotional needs of the student body
- t. Adheres to district and building positive behavior program guidelines and initiatives. Supports implementation of programming building-wide.
- u. Acts as community liaison for programs that support families outside of school
- v. Assists with district or state testing as directed by building Administration.

Additional Elementary-Level Duties:

- w. Oversees the implementation of student character education activities. Provides classroom instruction and support in the area of character development or other building initiatives as assigned.

Additional Middle School-Level Duties:

- x. Assists in the administration of the master schedule and scheduling process.
- y. Guides students in the exploration and investigation of career and post-secondary options.

Additional High School-Level Duties:

- z. Develops/adjusts the master schedule to serve the needs of the student body.
- aa. Assists students with course requests.
- bb. Identifies prerequisite career skills and recommends appropriate post-secondary options.
- cc. Directs students in the investigation of individualized educational, occupational and personal goals.
- dd. Guides students in self-appraisal of personal competencies. Helps students acquire skills for participation in post-secondary education, work training and/or employment environments.
- ee. Facilitates student enrollment and serves as a liaison to the vocational school.
- ff. Organizes/administers state/national tests (e.g., EOC, PLAN, PSAT, AP, etc.).
- gg. Assists with student transition processes (e.g., alternative school programs, community relocation, promotion/graduation, school to work, post-secondary program enrollment, etc.).
- hh. Provides employment and post-secondary training information (e.g., college, university, technical, proprietary schools; military services, etc.). Updates scholarships and financial aid information.

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- a. Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- b. Contributes to an effective and positive work/learning environment. Completes all assigned duties.
- c. Maintains a professional appearance. Wears work attire appropriate for the position.
- d. Helps students understand/embrace ethical conduct and democratic values.
- e. Respects privacy and maintains the confidentiality of privileged information.
- f. Maintains an acceptable attendance record and is punctual.
- g. Strives to develop rapport and serve as a positive role model for others.
- h. Takes the initiative to perform routine tasks independently.
- i. Shows an active interest in the academic/personal development of students.
- j. Supports community participation in school-sponsored events and activities.

3. Maintains open/effective communications.

- a. Prepares/maintains accurate records. Submits required paperwork on time.
- b. Provides prompt notification of personal delays or absences.
- c. Refers district policy interpretation questions to appropriate administrator(s).
- d. Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- e. Uses diplomacy and self-control when dealing with other individuals. Respect the diversity of staff, community and students when communicating
- f. Participates in staff meetings, trainings, and other required school activities.
- g. Keeps informed about program/procedure changes.
- h. Seeks clarification when expectations are unclear.

	<p>4. Pursues opportunities to enhance professional performance.</p> <ul style="list-style-type: none"> a. Keeps current with advances in technology associated with work assignments. b. Maintains applicable credentials. Complies with all state licensure requirements. c. Works toward mastery of individualized development/performance goals as directed. d. Attends meetings, in-service programs, and trainings as directed.
	<p>5. Takes precautions to ensure safety. Helps manage/eliminate risks.</p> <ul style="list-style-type: none"> a. Follows district protocol and state law when dealing with bullying, discrimination, inappropriate behavior and suspected child abuse/neglect. b. Responds to emergencies following the district’s emergency preparedness/crisis response plan. c. Provides appropriate supervision and maintains high expectations for acceptable student behavior. d. Monitors for situations that may indicate a problem. e. Notifies appropriate administrator(s) of potential problems.
	<p>6. Performs other specific job-related duties as directed</p> <ul style="list-style-type: none"> a. Assists with unexpected/urgent situations as needed. b. Helps implement workplace initiatives that advance district goals.
Working Conditions:	<p>Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:</p> <ul style="list-style-type: none"> • Balancing, bending, climbing, crouching, kneeling, reaching, or standing. • Exposure to adverse weather conditions and temperature extremes. • Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, loud sounds and odor. Exposure to wet and/or slippery surfaces. • Exposure to blood-borne pathogens and communicable diseases. • Interacting with aggressive, disruptive, and/or unruly individuals. • Lifting, carrying, and moving work-related supplies/equipment. • Operating and/or riding in a vehicle. • Traveling to meetings and work assignments
Performance Evaluation:	Job performance is evaluated according to policy provisions and contractual agreements adopted by the Midview Local School District.
Equal Opportunity Employment:	The Board is an equal opportunity employer. It is the policy of the Board to offer employment without regard to race, color, religion, gender, national origin, age, or disability.
<p>This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.</p>	
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