

**JOB DESCRIPTION**  
**Keene School District**

**School Adjustment Counselor/Social Worker**

**Purpose Statement:**

The job of the School Adjustment Counselor was created for the purpose of providing a pivotal link among home, school, and community for at-risk families. The Counselor will provide both responsive and rehabilitative services for children and their families, ultimately enabling children to better access the curriculum and all aspects of school life. This professional interventionist works with the school's educational team, parents/adult caregivers, and community agencies to best orchestrate services and to take positive action steps for family and child.

This job reports to the designated School Principal.

**A. Essential Functions - Preschool Level:**

- Participates in student evaluations gathering family background information and completing social/emotional assessments, as needed.
- Serves as a liaison between teachers and parents, for identified students at the Preschool and community sites, as needed.
- Serves as a consultant and resource to the Preschool and community sites
- Works with families, making home visits as needed, assist them in connecting with needed services available in the community.
- Leads preschool social skills groups and individual student sessions, as needed.
- Consults, as part of a multi-disciplinary special education team, on social/emotional development and issues with teachers, parents, school staff, and community agencies.

**Job Requirements - Minimum Qualifications:**

- ❖ Minimum of Bachelor's degree, Master's degree preferred, in Social Work, Early Childhood Special Education or other related degree.
- ❖ Prior experience working with young children and their families.
- ❖ Demonstrates an understanding of emotional development and mental illness and its' impact on behavior, relationships, play, and readiness/ability to learn.
- ❖ Reliable transportation and a valid driver's license.
- ❖ Ability to work a flexible schedule, as needed, to meet the needs of families.

**B. Essential Functions - Elementary Level:**

- Communicates with the school principal, counselor and psychologist for the purpose of receiving referrals for at-risk families and students.

- Conducts home visits for the purpose of building rapport, further assessing needs, and advocating for adult family members to create a stable living situation and positive educational environment for the child.
- Provides individual, small group and family counseling as appropriate to optimize student functioning.
- Provides crisis intervention to optimize student functioning.
- Develop strategies and coordinate with school staff to use these strategies within the counseling/instructional activities in the classroom to enhance student learning.
- Promotes regular school attendance for the child's best interest and to prevent/assist with chronic absenteeism.
- Develops relationships with area agencies and keep abreast of current community services to best inform families of resources.
- Actively works with parents/caregivers to appropriately access such resources.
- Attends community-based meetings and school-based meetings to best advocate for families and children.
- Promotes family involvement in the schools in concert with other school personnel for the purpose of strengthening communication and possibly assisting in the interpretation of school policies and procedures.
- Promotes positive parenting education on such topics as discipline and behavior, responsible internet use, supporting children with disabilities, etc.
- Coordinates with the school counselor and families regarding CHINS referrals and necessary follow-through.
- Develops relationships with the preschool community for the purpose of appropriate referrals and to facilitate kindergarten readiness.
- Provides referrals for homeless or potentially homeless families to promote family stability.
- Documents work with families to provide data, inclusive of time-on-task data, regarding position effectiveness.
- Actively works as a pivotal link among home, school, and community.

**Job Requirements - Minimum Qualifications:**

- ❖ Master's degree in Social Work, Counseling or other related degree.
- ❖ A minimum of 2-3 years relevant experience strongly preferred.
- ❖ Previous counseling experience in a school environment preferred.
- ❖ Reliable transportation and valid driver's license.
- ❖ Ability to work a flexible schedule, as the nature of the position is not confined to the school day.

**C. Essential Functions – High School Level:**

- Promotes student success by providing counseling and support services to students in grades 9-12 by developing and providing interventions, programs and services that support students' social and emotional well-being.
- Provides individual and group counseling for the purpose of meeting individual student needs.
- Meets with identified special education students, their case managers and classroom teachers for the purpose of providing IEP mandated individual and group counseling services.
- Consults with School Counselors, Administrators, Teachers and Parents for the purpose of responding to specific student referrals and concerns.
- Consults with teachers regarding student behavior, classroom management and group dynamic issues for the purpose of assisting in the fostering of a successful learning community that meets the needs of all students.
- Acts as a referral source and liaison between Keene High School and community mental health, substance abuse, juvenile justice and social service agencies and professionals for the purpose of ensuring the coordination and case management of services.
- Participates in one or more of the following school and community committees, organizations and/or programs for the purpose of developing and delivering an effective student support network.
  - Keene High School Crisis team
  - Core Referral team- Chair
  - Behavioral Health Response team
  - Student Assistance Team- Chair
  - Juvenile Conference Committee
  - Monadnock Alcohol and Drug Abuse Coalition

**D. Essential Functions – Middle School Level:**

- Promotes student success by providing counseling and support services to students in grades 6-8 by developing and providing interventions, programs and services that support students' social and emotional well-being.
- Provides individual and group counseling for the purpose of meeting individual student needs.
- Meets with identified Bridges students, their case managers and classroom teachers for the purpose of providing IEP mandated individual and group counseling services and IEP development (present level of performance and goal writing).
- Consults with School Counselors, Administrators, Teachers and Parents for the purpose of responding to specific student referrals and concerns.
- Provides direct support for teachers regarding student behavior, classroom management and group dynamic issues for the purpose of assisting in the fostering of a successful learning community that meets the needs of all students.
- Works directly with students to stabilize behaviors in order for them to return to their class.
- Conducts and/or participates in functional and behavioral assessments.

- Acts as a referral source and liaison between Keene Middle School and community mental health, substance abuse, juvenile justice and social service agencies and professionals for the purpose of ensuring the coordination and case management of services.
- Participates in one or more of the following school and community committees, organizations and/or programs for the purpose of developing and delivering an effective student support network:
  - Keene Middle School Crisis Team
  - Child Study Team
  - IEP team member for Bridges students
  - Monadnock Alcohol and Drug Abuse Coalition

**Job Requirements - Minimum Qualifications:**

- ❖ Master's Degree and job related experience as a School Social Worker, School Psychologist or School Counselor with significant school counseling experience, or Mental Health clinician with school experience.
- ❖ Hold or be eligible for certification School Counselor (NH 0040) and/or School Psychologist (NH0046) and/or Associate School Psychologist (NH0047) and/or School Social Worker (NH0049)

**Skills, Knowledge and Abilities – All levels:**

**Skills:** Specific skill-based competencies required to satisfactorily perform the functions of the job include: communicate effectively with school counselors, administrators, faculty, parents and students; engage a diverse population of students in 1-1 and group counseling modalities; and facilitate small and large group meetings.

**Knowledge:** Specific knowledge-based competencies required to satisfactorily perform the functions of the job include a thorough understanding of: adolescent psychological, social, cognitive and physical development; atypical adolescent development; special education evaluation and identification process; group dynamics; Critical Incident Stress Management; community-based support systems and ethical, legal and professional boundary issues in school based counseling.

**Abilities:** The specific ability-based competencies required to satisfactorily perform the functions of the job include the abilities to: adapt to changing work priorities and schedules; flexibility in shifting between scheduled individual and group counseling appointments and non-scheduled, crisis-oriented meetings and interventions; calmness in response to students in crisis; effectiveness in engaging colleagues, administrators, teachers and community support providers in working relationships; and consistency, reliability and timeliness in maintaining a counseling schedule, and in responding to emails, phone calls and other communications.

**Working Environment:** The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

**FLSA Status:** Exempt

Approval Date: 6/3/15 WW