

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, assisting 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.

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.
- Develops strategies and coordinates 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 keeps 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.

C. 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 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 identified students
- Monadnock Alcohol and Drug Abuse Coalition

D. 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

Skills, Knowledge and Abilities – All Levels:

Skills: Specific skill-based competencies required to satisfactorily perform the functions of the job include: communicates effectively with school counselors, administrators, faculty, parents and students; engages a diverse population of students in 1-1 and group counseling modalities; and facilitates 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; flexibility in scheduling outside of the school day, as needed to meet the needs of families; calmness in response to students in crisis; effectiveness in engaging colleagues, administrators, teachers and community support providers in working relationships; consistency, reliability and timeliness in maintaining a

counseling schedule, and in responding to emails, phone calls and other communications; must maintain a valid driver's license and reliable transportation; and maintaining FERPA confidentiality.

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.

Minimum Qualifications - All levels

Experience: A minimum of 2-3 years' relevant experience as a School Social Worker, School Psychologist or School Counselor or Mental Health clinician strongly preferred.

Education: Master's Degree in Social Work, Counseling or other related degree.

Certification: Hold or be eligible for NH certification School Counselor (NH 0040) and/or School Psychologist (NH0046) and/or Associate School Psychologist (NH0047) and/or School Social Worker (NH0049)

Clearances: Criminal background check. Pre-employment physical, as applicable.

FLSA Status: Exempt

Approval Date: 7/2018 RM

EEO Statement:

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sex, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH - 357-9007