

SOUTHWEST LICKING LOCAL SCHOOL DISTRICT
JOB DESCRIPTION – DISCUSSION DRAFT

Title: **SCHOOL COUNSELOR**

File 305

Reports to: Assigned administrator/supervisor

Job Objective: Plans/implements a comprehensive developmental school counseling program consistent with the district mission and legal requirements.

Minimum Qualifications:

- Holds/maintains required state department of education credentials.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Effective communication, problem-solving and time management skills.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Nonviolent Crisis Intervention (CPI) or similar training may be required for some assignments.

Essential Functions:

1. Provides preventive and developmental counseling to help students enhance decision-making skills that support academic, personal and social growth.

- Assists with program planning. Identifies opportunities to enhance student learning.
- Contributes to the development of dropout prevention, re-entry and school completion programs.
- Collaborates with staff to identify students struggling with academic and/or social-emotional issues. Helps investigate student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, pregnancy, parenting, poverty, self-esteem, substance abuse, etc.). Initiates contact with parents, appropriate school personnel and/or community resources to address student concerns.
- Allots time for individual/group and classroom counseling. Helps students improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Collaboratively resolves problems that impede student learning. Identifies teaching techniques, interventions and aligned resources best suited for each student.
- Prepares 504 accommodation plans. Serves as a parent/staff resource for plan implementation.
- Facilitates/supports the least restrictive environment for the placement of students with disabilities.
- Works with staff to monitor intervention efficacy. Recommends modifications as needed.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, critical-thinking, cultural awareness, democratic values, empathy, ethical conduct and self-reliance skills.
- Coordinates implementation of required state and district assessments.

Additional Elementary-Level Duties:

- Supports student social-emotional skill development.
- Implements structured student core ethical values education.
- Helps students understand the interrelationships between citizenship, school, work and family life.
- Facilitates student transitions (e.g., program placements, promotion to the next grade level, etc.).

Additional Secondary-Level Duties:

- Coordinates the preparation of the master schedule and curriculum guide.
- Monitors academic eligibility for student participation in athletic programs.
- Facilitates student transitions (e.g., alternative programs, promotion/graduation, school to work, post-secondary program enrollment, employment, etc.).
- Guides students in the investigation of individualized educational, vocational and personal goals.
- Helps students identify personal competencies/interests. Helps students use career resource materials to understand academic requirements associated with post-secondary objectives.
- Coordinates student readiness planning and testing activities (e.g., ACT Aspire, SAT, etc.).
- Facilitates student exploration and enrollment in career-technical programs.
- Maintains post-secondary resource information (e.g., college, university, technical, proprietary schools; military services, etc.). Regularly updates scholarship and financial aid information.

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

- Acts in accordance with the *Licensure Code of Professional Conduct for Ohio Educators*.
- Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.

- Contributes to an effective working environment. Performs all aspects of the job.
- Encourages community involvement in school-sponsored activities.
- Functions as part of a cohesive team. Develops mutually respectful relationships with co-workers.
- Keeps an acceptable attendance record and is punctual.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy. Maintains the confidentiality of privileged information.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Prepares and maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

4. Pursues opportunities to enhance personal performance.

- Keeps current with professional standards associated with work duties.
- Updates personal skills as needed to use task-appropriate technology effectively.

5. Takes precautions to protect student and staff safety. Helps supervisors manage risks.

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Takes action to address harassment and/or aggressive behavior. Complies with administrative directives and federal/state laws when dealing with discrimination, inappropriate behavior, suspected child abuse or neglect.
- Manages student behavior using positive behavioral support techniques.

6. Performs other specific job-related duties as directed.

- Helps implement workplace initiatives that advance organizational goals.

**Working
Conditions:**

Safety is essential to job performance. Employees must comply with applicable workplace safety regulations, health laws and district protocols, ***if duties involve any the following situations:***

- Encounters with angry, rude and/or unpleasant individuals.
- Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, equipment vibrations, noise, moving mechanical parts, odors and/or slippery/uneven surfaces.
- Exposure to blood-borne pathogens and/or communicable diseases.
- Exposure to weather conditions and/or temperature extremes.
- Extensive standing/sitting. Frequent balancing, bending, climbing, crouching, kneeling, or reaching.
- Operating and/or riding in a vehicle. Working in or near vehicular traffic.
- Performing difficult tasks that require dexterity, physical strength and stamina.
- Traveling to meetings and work assignments.
- Working at heights, in confined spaces and/or under diminished lighting.

The Southwest Licking Local School District is an equal opportunity employer. This document identifies typical job functions and is not intended to be an exhaustive list of all possible work duties. Employee performance is evaluated according to board policy, administrative procedures and current contractual agreements. © 2016 All Rights Reserved. Whittle Consulting Group, LTD.

