JOB DESCRIPTION CREATION / REVISION DATE: 7/1/2018

POSITION TITLE: School Counselor

DEPARTMENT: Secondary Schools Instruction & Equity

REPORTS TO: Building Principal or Administrative Designee

SUPERVISES: N/A

POSITION GOAL(S):
Provide student support and guidance in learning through academic, career, and social emotional development.

JOB DUTIES / ACCOUNTABILITIES:

1. Establish a comprehensive four year high school course plan to support every student and provide a comprehensive roadmap that leads to dual credit, industry recognized credentials, and post-secondary opportunities.
2. Will show a presence and actively participate in new student registration and orientation sessions for students and parents.
3. On an annual basis, will complete and document a transcript analysis for every student in the assigned caseload (seniors by the 5th student attendance day). Upon completion of the transcript analysis, will provide written documentation to the parents of those students in need of additional course credits, and their pathway to graduation.
4. Meet with or make contact with every student in assigned caseload, a minimum of two times annually, not including course registration.
5. Serve as case manager for students with 504 plans. Responsibilities include developing, updating, and communicating the information and resources to support the plan.
6. Assist students with college and related materials, including, but not limited to, scholarships, letters of recommendation, etc.
7. Facilitate information sessions for students and parents regarding student course selection, testing, career trends, scholarships, and post-graduate education.
8. Provide stakeholders with information including an annual school profile, parent newsletter, scholarship database, statistics on college admission, job/internship placement, and a departmental calendar summarizing the relative activities and events throughout the year.
9. In collaboration with other team members, will monitor academic, attendance, and discipline records to identify potentially at-risk students. Referring those students to administration for additional support in their academic success as needed.
10. Participate on student support teams (IEP’s and Service Team) to problem solve, develop, and implement interventions to assist students.
11. Oversee the administration and interpretation of standardized tests (including Advanced Placement).
12. Provide direct support service to students individually, in small groups, and classrooms as a
SCHOOL COUNSELOR
SECONDARY SCHOOLS INSTRUCTION & EQUITY

whole, implementing an effective referral and follow-up process as needed.
13. Responsible for accurate record keeping and reporting (attendance, etc.) as requested/required by law or district policy.
14. Work collaboratively with fellow counselors to finalize required departmental reports.
15. Other duties as assigned.

EXPERIENCE / KNOWLEDGE:

1. Excellent oral and written communication skills.
2. Must exhibit willingness and capacity to use all forms of current technology.
3. Proficient with the use of District software (Naviance and Infinite Campus) preferred.
4. Must demonstrate and follow the American School Counselor Association (ASCA) Mindsets & Behaviors for Student Success.
5. Displays a clear understanding of issues and trends in college admission, higher education, testing, and job placement, as well as remaining current on specific colleges, NCAA requirements, and professional practices etc.

EDUCATION:

1. Illinois Professional Educator License with School Counselor endorsement.
2. Master’s degree in related subject from an accredited university.

PHYSICAL DEMANDS:

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift carry, pull, or push objects or materials up to 30 lbs. with proper technique.
3. Occasional stooping, bending, and reaching.

TERMS OF EMPLOYMENT:
This is a Nine month position (189 work days). Salary and benefits as established by the Board of Education.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of ETA employees.

Employee Signature: ________________________________ Date: _____________

Supervisor Signature: ________________________________ Date: _____________