JOB DESCRIPTION
Counselor
High School Distance Learning Summer School

JOB DESCRIPTION CREATION / REVISION DATE: 03/10/2020

POSITION TITLE: Counselor – High School Summer School

DEPARTMENT: Curriculum & Instruction

REPORTS TO: Summer School Administrator

SUPERVISES: N/A

POSITION GOAL(S):
To provide quality educational experiences during the summer for students requiring intervention for academic promotion.

JOB DUTIES / ACCOUNTABILITIES:

1. Plans a program of study that follows district guidelines and, as much as possible, meets the individual behavioral needs of identified at-risk students.
2. Implements researched-based teaching strategies that engage students and acknowledge all cultural backgrounds.
3. Displays a thorough knowledge of PBIS and adolescent behavior.
4. Plans for and guides the learning process toward the mastery of behavioral goals, and establishes clear objectives for all lessons, units, and projects that are clearly communicated to students.
5. Implements school improvement plans and strategies.
6. Collaborates with colleagues, students, and/or parents on a regular basis, and as requested by the administration.
7. Implements assessments of student progress and communicates progress to students and parents.
8. Sets high expectations for student achievement and behavior and motivates students to work to their highest potential.
9. Assists in the referral of students with behavioral difficulties, seeking assistance from other school personnel as required.
10. Works cooperatively with building principal and/or director in assessing his/her counseling strengths and weaknesses, and planning and implementing a program to improve his/her counseling competencies.
11. Seeks outside resources to assist with the implementation of the PBIS program.
12. Willingness to make home visits to aid in student academic and behavioral success.
13. Participates on professional development committees related to the educational program.
14. Maintains accurate, complete, and correct records as required by law and district policy.
15. Assists administration in implementing student discipline policies and maintains order in area(s) assigned and/or supervised in a fair and just manner.
16. Performs other duties as assigned by the principal, or other administrative staff.

EXPERIENCE / KNOWLEDGE:

1. Must exhibit willingness and capacity to use all forms of current instructional technology.
2. Must demonstrate knowledge of linear functions and its applications.

**EDUCATION:**

1. Bachelor’s degree in related subject from accredited university.
2. Illinois teaching certificate
3. Highly qualified under NCLB

**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.

**TERMS OF EMPLOYMENT:**

This is a temporary position. Salary and benefits as established by the Board of Education.

Monday – Thursday  
9:00 AM – 3:00 PM  
Professional Development: June 4 and June 5  
Session 1: June 08 – June 29  
Session 2: June 30 – July 21

**EVALUATION:**

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

Employee Signature: ___________________________ Date: _____________

Supervisor Signature: ___________________________ Date: _____________