

## **TITLE: SCHOOL COUNSELOR**

### **QUALIFICATIONS**

1. Holds a Pupil Personnel Services Certificate with a Counselor Endorsement (K-12)
2. Vocational counseling endorsement preferred
3. Minimum experience as determined by the Board
4. Knowledge of computerized master schedule development
5. Broad knowledge of theories of individual and group guidance techniques, secondary school guidance program design, and career educational information and placement
6. Knowledge of state and federal testing procedures and requirements
7. Strong background in the use of technology
8. Relates extremely well to students
9. Demonstrated ability to communicate and work effectively with students, parents, staff, and community groups and organizations
10. Able to work under pressure and deadlines
11. Excellent interpersonal, communication, organizational, and leadership skills
12. Maintain confidentiality of staff and students

### **PRIMARY RESPONSIBILITY TO Superintendent/Principal**

### **JOB SUMMARY**

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans. The counselor will guide, listen, and lend support to students who will need services beyond the scope of the regular classroom.

### **MAJOR DUTIES AND RESPONSIBILITIES**

#### Direct Assistance to Students

1. Assist students with education planning, course selection, and adding and dropping courses
2. Develop individual four (4) year plans with 8th graders and students newly enrolling, and assist in monitoring and managing these plans
3. Register students new to the school, provide orientation and information relative to school policies and procedures, schedules, curriculum and extracurricular opportunities
4. Interpret grades and test scores for parents and students, as well as permanent record information such as GPA, credit status, class rank, and honors
5. Assist when requested with follow-up on students that are below grade level/failing with weekly progress reports
6. Maintain a close relationship with the child study team following directives and recommendations as needed
7. Assist in the resolution of school-related problems
8. Provide responsive services including consultation, personal counseling, crisis counseling, and referral
9. Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies

10. Provide for a smooth transition between middle/junior high and high school, which may include orientation programs for students and parents
11. Provide a guidance curriculum consisting of structured developmental experiences presented systematically through classroom and group activities for all students
12. Assist with teacher/student/parent conferences
13. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity.

#### Transition to College and Career

1. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores, and other pertinent data
2. Provide career development materials and activities (classroom and individual) and follow-up
3. Work closely with and involve parents in students' career planning
4. Provide counseling for students that will assist them to develop increased personal growth, self-understanding, and maturity
5. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies
6. Help students with scholarship information and with application procedures including preparing written recommendations
7. Hold a financial aid seminar for parents and students
8. Notify students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors
9. Assist students with applications to post-secondary institutions, meeting with recruiters, and planning campus visits
10. Provide timely notice and information to students and parents of opportunities to take SAT, ACT, and AP exams
11. Gather information on colleges and careers and keep this information accessible to students and parents in an organized arrangement
12. Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment

#### Office Management

1. Maintain a professional office environment
2. Provide interim assistance to students or parents with urgent needs
3. Maintain student records and ensure their confidentiality
4. Consult with teachers and other staff regularly to provide information and support to staff and to receive feedback on emerging needs of students
5. Deal with confusion and emergencies in a friendly, supportive, and calm manner
6. Assist agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback
7. Screen and coordinate new student records
8. Help build the master schedule and decide what courses are going to be taught at each grade level
9. Assist the Superintendent/Principal in maintaining a course description booklet with Classroom Teacher input.

### Program Evaluation

1. Assist in the evaluation of current curriculum offerings and in the planning, selection, and implementation of new course offerings
2. Participate in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school
3. Use the internet to gather current information about colleges and career programs
4. Compare on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the situation
5. Share research and findings with colleagues and students in order to improve counseling services
6. Research, develop, and write proposals to enhance the guidance curriculum
7. Evaluate the effectiveness of the comprehensive counseling program

### Community Outreach

1. Serve as a resource person to local community organizations
2. Promote and provide assistance to community organizations that provide scholarships
3. Network and consult with local businesses, industries, and social service agencies on a regular basis
4. Provide information to the community regarding guidance services, GED programs, etc.

### Other

1. Supervise the district's testing program and interpretation of test scores, and attend state sponsored district test coordinator meetings
2. Work closely with the school in interpreting the school's philosophy and objectives to students and parents
3. Participate in building meetings such as special education meetings and class meetings
4. Assist in arranging education services for hospitalized or homebound student in conjunction with the special services staff
5. Assist with teacher/student and teacher/parent conflicts
6. Provide letters to senior parents informing them of student academic status, including credit checks, reviews, and graduation status
7. Keep immediate supervisor informed of activities and any issues that may arise
8. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
9. Serve as a resource person to local community organizations.
10. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
11. Seek assistance should emergencies arise
12. Represent the school district in a positive manner
13. Know and follow school district policy and chain of command
14. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the Superintendent/Principal in conformance with district policy and IDAPA08.02.02.120.

TERMS OF EMPLOYMENT

By contract as determined by the Board of Trustees in accordance with federal and state law, administrative rules, and Board policy.

NOTE

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-513	Professional Personnel
	I.C. § 33-515	Issuance of Renewable Contracts
	I.C. § 33-1210	Information on Past Job Performance
	I.C. § 33-1212	Elementary School Counselors
	I.C. § 54-3201 et seq.	Social Work Licensing Act
	IDAPA 08.02.02.027.01	Counselor Endorsement (K-12)
	IDAPA 08.02.02.120	Local District Evaluation Policy—Teacher and Pupil Personnel Certificate Holders