

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Certified - School Counselor
Reports To: Middle/Senior High School Principal
Approved By: Board of Education
Approval Date: June 9, 2020

GENERAL STATEMENT OF DUTIES

Provides a full range of professional pupil/student service activities in the areas of academic, social/emotional, and guidance counseling for students in grades 6-12; selects, organizes, and assists with the utilization of educational, occupational, and personal development information; plans, schedules, and organizes sequential counseling activities consistent with students' academic and social/emotional needs. Helps develop proactive programming and consults with Elementary Assistant Principal on implementation grades k-5.

GUIDELINES

The performance of the duties and the responsibilities of the School Counselor's position are guided by the policies and regulations of the Rossville Consolidated School District Board of Education, appropriate federal and state laws, and official operating procedures as prescribed and/or approved by the Superintendent and Principal.

CONTACTS

The School Counselor will maintain frequent contact with school administrative staff and student support personnel such as therapists, psychologists, social workers, and teachers. Contacts outside the school may include personnel in Clinton County or Carroll County community agencies, parents, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. The School Counselor provides a sequential grade and/or age-appropriate program of academic and social/emotional counseling for an assigned group of students.
2. The School Counselor works with teachers and administrators to assist with the placement of students in appropriate courses, programs, and grade levels.
3. The School Counselor provides guidance and counseling services in individual and group settings.
4. The School Counselor provides activities to help students understand themselves and their relationships with others and seeks to develop in students an increased competency in decision-making and problem-solving.
5. The School Counselor assists students in the development of positive and realistic self-concepts.
6. The School Counselor assists testing sessions and in the interpretation of standardized tests.
7. The School Counselor interprets data from the cumulative records for students, their parents, and others who are professionally concerned.

8. The School Counselor assists in the identification of students with special needs and develops appropriate counseling.
9. The School Counselor participates actively as a member of the student services team.
10. The School Counselor orients parents toward resources available, both within and outside the school system, and serves as a resource person to parents and staff on the growth and development of children.
11. The School Counselor collects and disseminates to students and their parents' current information on educational and vocational opportunities.
12. The School Counselor participates in school-based and non-school based staff development and in-service training opportunities.
13. The School Counselor provides child abuse education to students grades 6-12.
14. The School Counselor counsels students individually or in groups regarding peer/parent relationships, personal problem solving, communication skills, and appropriate social behavior.
15. The School Counselor provides supportive counseling for students at high risk to develop adjustment problems, e.g., families in crisis, families undergoing separation or divorce, and single-parent families.
16. The School Counselor provides preventative mental health programming (bullying and suicide prevention) and guidance lessons in other areas (coping with stress, time management, etc.)
17. The School Counselor instructs students on the management of time within a school setting, study skills, and problem-solving techniques.
18. The School Counselor provides direction, consultation, and training services for teachers, both on an individual and group basis, involving classroom/student management, student, student-teacher, and teacher-parent relationships, and the social/emotional development of children.
19. The School Counselor cooperates with classroom teachers to facilitate student social/emotional growth through activities in the classroom, which foster understanding of self and others, development of friendships, interpersonal relationships, and decision-making skills.
20. The School Counselor provides parents/families with information, consultation, and management techniques to help provide emotional growth and appropriate relationships.
21. The School Counselor conducts individual parent discussions and/or counseling groups to promote effective child-rearing practices.
22. The School Counselor maintains and coordinates services provided by community resources which can assist and support students and their families.
23. The School Counselor participates as a member of the school-based crisis team.
24. The School Counselor provides orientations for new students.
25. The School Counselor consults with Master Scheduling Team and assists with student scheduling.
26. The School Counselor maintains the accuracy of cumulative data to include transcripts and four-year plans.
27. The School Counselor completes reports as requested, i.e., court reports, insurance forms, social services forms, etc.
28. The School Counselor conducts conferences with parents and teachers as needed.
29. The School Counselor notifies parents of student retention and course level adjustment according to the promotion and RHS performance-based policy.

30. The School Counselor cooperates with students, parents, and staff to facilitate alternative education placements for high-risk students.
31. The School Counselor pursues continuous professional growth.
32. The School Counselor interprets the results of college entrance tests and career assessments.
33. The School Counselor works collaboratively with other county counselors and personnel outside the district.
34. The School Counselor institutes mental health determination processes for students threatening suicide, self-harm, or harm to another individual.
35. The School Counselor attends any meetings/case conferences pertaining to special education students as requested by the student's Teacher of Record (TOR).
36. The School Counselor works with the guidance secretary to handle the Parchment account and transcripts.
37. The School Counselor assists in the planning and selection of the middle school/senior high school student schedules.
38. The School Counselor assists the Director of Student Services and the Assistant Principal in all testing.
39. The School Counselor assists in planning and coordinating activities such as career days, college visitations, and student and parent orientation sessions.
40. The School Counselor performs other duties as determined by the Director of Student Services and/or the Principal.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The School Counselor shall have the ability to communicate effectively, both orally and in writing, and possess excellent organizational, planning, and human relations skills. The School Counselor shall have a thorough knowledge of school counseling, career education methods, materials, procedures, and practices. They must have a comprehensive knowledge of child/adolescent growth and development and career education counseling theory. The School Counselor shall have the ability to apply knowledge of contemporary guidance and counseling practices to the needs of assigned students, and have the ability to develop cooperative working relationships with students, parents, and instructional staff. Finally, the School Counselor must have the ability to maintain accurate records and confidentiality.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

The School Counselor shall have completed a master's degree and additional course work necessary to obtain a license as a Secondary School Counselor License/Certification.