

TITLE: School Counselor (FLSA EXEMPT)

Components will be used for Guidance Counselor evaluation in conjunction with measures of student and school growth. Measures of student growth will be aligned with the St. Tammany Parish Public School System's accountability measures as outlined in the Louisiana Accountability System.

**OVERVIEW OF THE POSITION:** To plan, coordinate and implement a program which allow students to create individual plans for academic, personal/social and career goals; engage in broader school improvement efforts to ensure access to current trends; respond to changing student needs; and plans a curriculum of activities aligned with data and school-specific needs.

**Component 1.: Individual Student Planning.**

- The counselor coordinates ongoing activities designed to help individual students establish personal goals and develop future plans
- The counselor coordinates activities that help all students plan, monitor and manage their own learning, as well as set, evaluate, and attain goals in the areas of academic, career and personal/social development.
- The counselor assists students when making transitions from school to school, school to work, or school to higher education or career and technical training.
- The counselor provides the services mentioned above on an individual student basis or in small groups. However, when needed, parents, guardians or other school personnel are often included in these activities.

**Component 2.: System Support**

- The counselor manages activities that establish, maintain and enhance the total school counseling program.
- The counselor tailors the school counseling program to the unique context and need of the school.
- The counselor promotes whole school improvement by contributing in the following three areas:
  1. **Professional Development:** School counselors regularly update and share professional knowledge and skills through in-service training, professional association membership, and/or post –graduate education; both providing and receiving development; and contributing to professional and public discourse in their evolving field of work.
  2. **Consultation, Collaboration and Teaming:** School counselors consult, partner, collaborate and team to provide contributions to/with teachers, staff members, parents or guardians to better provide information to support the school community; receive feedback concerning the ever-changing needs of students. Counselors network with stakeholders; serve actively with the community through presentation and are encouraged to participate on district/state/national committees to represent the needs of the school.
  3. **Program Management and Operations:** School counselors plan and manage tasks needed to support activities in the school counseling program as well as a member of the school staff, such as budget, facilities, procedures, research and resource development. Counselors analyze student achievement and counseling program-related data to evaluate the counseling program; conduct research, share and interpret data with staff and administration; perform fair share responsibilities that align with and are equal to the amount of fair share responsibilities provided by other educators at the school site.

**Component 3.: Responsive Services**

- The counselor responds to meet the immediate needs and concerns of the student(s). The responsive services component may be student, teacher, parent or guardian initiated. The counselor offers a range of services from early intervention to crisis response and may involve a variety of strategies that must be specific in nature and aligned to a clear objective for the students. These strategies include: consultation, individual and small-group counseling, crisis counseling, referrals, and peer facilitation.

**Component 4.: School Counseling Curriculum**

- The counselor designs and implements a data-driven written instructional program that is comprehensive in scope, preventative, proactive and developmental. The curriculum is designed to facilitate the systematic delivery of lessons or activities to every student consistent with the school counseling program statement of philosophy, goals, student competencies; promotes knowledge, attitudes and skills in the domains of academic achievement, career development and personal/social growth. The elements of a strong counseling curriculum are: classroom instruction, interdisciplinary curriculum development, group activities, and parent workshops and Instruction.

**Professionalism Competency – Contributes to achieving the school's mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities.**

- The counselor engages in self-reflection and growth opportunities to support high levels of learning for all students.
- The counselor collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.

**Any and all duties as assigned by the Principal.**

**Minimum Qualifications:** United States citizen or authorized alien; those requirements as outlined in Louisiana Bulletin 746 (Louisiana Standards of State Certification of School Personnel). Physical and mental stamina and ability to perform job functions, tasks and duties.

**Terms of Employment:** As contract states

**Reports to:** Principal or Assistant Principal

**Supervises:** Assigned students

**Salary Range:** See adopted St. Tammany Parish Teacher Salary Schedule

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the teacher competencies and standards and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number (MUNIS ID #):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Evaluator(s)** \_\_\_\_\_