



School Counselor or School Social Worker

Reports To: Building Principal

SUMMARY

School Counselors/Social Workers assist students at all levels, acting as advocates for students' well-being and as valuable resources for their educational advancement. As a school Counselor, you'll first and foremost listen to students' concerns. Because everyone's home and social life is different, you could be the only person who fulfills that need for them at a given time. You may help students with issues such as bullying, disabilities, low self-esteem, poor academic performance and relationship troubles. You can refer them to a psychologist or mental health counselor for further treatment if necessary. In addition, you'll evaluate students' abilities, interests and personalities to help them develop realistic academic and career goals. You'll facilitate aptitude tests and formulate potential paths to success.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Be a resource to teachers and district consultants on student testing, discipline, substance abuse, interpersonal relationships, career choices, post-secondary education, etc.
- Serve on the Special Education IEP teams of respective schools, as appropriate.
- Administer district and/or state achievement testing programs in respective schools and interpret test results to students, parents and staff.
- Supervise the school substance abuse program.
- Counsel with individual students as requested by parents, school officials and students.
- Initiate counseling for some students who may not understand the need for it.
- Coordinate counseling services with other community agencies.
- Serve as Building Intervention Team (BIT) chair and 504 chair for respective schools.
- Coordinate students who transition from building to building.
- Work closely with parents in developing an educational program for their children that will best meet the needs of the individual student.
- Understand and support school and district policies in counseling with students.
- Prepare district and state reports as needed in the areas that are supervised or administered by the counselor.
- Perform other duties as assigned by the Principal.

QUALIFICATIONS

- **Education:** BA or higher in Social Work or related field required.

- **Language Skills:** Ability to respond to common inquiries from medical or State personnel, parents, students or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, Google Docs, email and standard office equipment.
- **Other Skills and Abilities:** Knowledge and skill in utilizing current counseling techniques. Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking. Ability to establish and maintain effective filing systems. Ability to perform research and compile information from a variety of sources.
- **Certificates, Licenses, Registrations:** Wyoming PTSB Certification with School Counselor or Social Worker Endorsement. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office requiring the frequent use of communication equipment and computers. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, and sitting. Must have the visual acuity and stamina to work at a computer monitor throughout the day.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.