

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Nonpublic School Services School Counselor

Date: October 25, 2023

REPORTS TO: Supervisor of Nonpublic School Services

Approved by: Board of Directors

JOB SUMMARY: Provide individual and classroom counseling services to the students

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provide developmental and/or crisis counseling to students, parents, and staff, individually or in groups, to resolve personal and/or school-related problems.
2. Work as a member of a team to improve the school performance and success of students.
3. Maintain records of contacts, reports, and data collection and submit data summaries.
4. Participate in professional development and remain current on all trends.
5. Work cooperatively and provide resources to agencies, community, school personnel and parents.
6. Provide instruction about academics, careers, and mental health.
7. Perform other duties as assigned by the Director of Nonpublic School Services.

QUALIFICATIONS:

- Masters degree in guidance counseling required
- Valid and active Pennsylvania certificate in Elementary and Secondary School Counselor required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions
- Travel within the three county area

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess elementary and crisis counseling skills
- Must possess computer skills
- Ability to operate various office equipment
- Must possess conflict mediation skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

