

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: School Counselor **DATE:** July 17, 2006
REVISED: May 24, 2023

REPORTS TO: Director of Special Education **APPROVED BY:** Board of Directors

JOB SUMMARY: Provide counseling services to the students, assessment coordination, develop schedules for all new students and graduation plans.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Counsel students in the areas of personal, social, vocational/occupational and educational development.
2. Assist teachers in developing sensitivity to the particular needs of individual students.
3. Assist teachers in utilizing referral procedures.
4. Make use of test data and psychological assessment findings.
5. Advise as to the selections and use of appropriate group and individual tests, measures and inventories dealing with academic progress and achievement, interest inventories, social adjustment, physical growth and development, special aptitudes and intelligence quotients or factors.
6. Assist in the educational placement of departing students and graduates.
7. Conduct group guidance activities and teach courses or provide group guidance related to career/occupational information, educational requirements and opportunities, job applications and interview procedures.
8. Participate in Individualized Education Program (IEP) planning and other informational type activities which supplement the total guidance and counseling program objectives.
9. Assist student/families in completion of federal/state financial aid applications.
10. Perform other duties as assigned by the Director of Special Education.

QUALIFICATIONS:

- Master's degree in Guidance Counseling required
- Valid and active certificate in both Secondary School Counselor and Elementary 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
- Ability to perform all aspects of Safety Mechanics

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

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 leadership 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.)