

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

SCHOOL COUNSELOR

POSITION: School Counselor

REPORTS TO: Site Administrator/Supervisor

LOCATION: Various Locations

NATURE OF WORK:

This is a professional position to provide students with a school counseling program that promotes academic, career, and social/emotional development and academic achievement outcomes.

ESSENTIAL FUNCTIONS:

- Possess the ability to relate well with students, colleagues, parents, and staff;
- Provide career, social/emotional, and academic development to students in accordance with ASCA professional standards;
- Provide culturally responsive counseling to students in a brief context;
- Support students and families/guardians in obtaining outside services if students need long-term clinical/mental health counseling; and
- Provide career awareness, exploration, and postsecondary planning and decision-making to support students' postsecondary options, including but not limited to college/university, career and technical school, military, or workforce.

DUTIES AND RESPONSIBILITIES:

- Deliver a developmental school counseling program (K-12) to students to include: individual and group counseling, classroom guidance;
- Consult with staff and parents;
- Connect students with services provided through the local school district and community agencies and remain aware of state laws and local district policies related to students with special needs, including limits to confidentiality and notification to authorities as appropriate.
- Facilitate short-term groups to address students' academic achievement, postsecondary and career exploration, and social/emotional well-being;
- Inform parents/guardians and school administration when a student poses a serious and foreseeable risk of harm to self or others;
- Collaborate as needed to provide optimum services with other school and community professionals with legitimate educational interests (e.g., school nurse, school psychologist, school social worker, speech-language pathologist), following all local, state, and federal laws.
- Collaborate with all relevant stakeholders, including students, school faculty/staff, and parents/guardians, when students need assistance, including when early warning signs of student distress are identified;
- Provide a list of outside agencies and resources to students and parents/ guardians when students need or request additional support;
- Assist students, through individual and small group sessions, to understand and accept themselves and others, resolve conflicts, overcome crisis situations, etc.
- Coordinate and implement student career development in conjunction with the school counseling program;
- Consult with school staff as a resource to change the disruptive behavior of students.
- Provide assistance for such issues as child abuse, suicidal tendencies, and substance abuse;
- Take part in professional development activities;

- Cooperate with students and staff; and
- Maintain open lines of communication with students, staff, and parents.

QUALIFICATIONS:

- Maintain a professional teacher's certificate with an endorsement as a K-12 school counselor;
- Demonstrate knowledge of the ASCA Comprehensive School Counseling program; and
- Possess an in-depth knowledge of the ASCA Comprehensive School Counselor program.

TERM OF EMPLOYMENT:

Full-time, ten-month position.

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC salary schedule for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

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