

Somers Central School District

Purpose and Background

This document is intended for use by Somers Central School District for the K-12 employed school counselors. A variety of documents were consulted including *The ASCA National Model: A Framework for School Counseling Programs* and the *NYS Comprehensive School Counseling* in developing the appropriate responsibilities and duties aligned with the Somers Central District's **Whole Child** vision.

School Counselor Job Description

Credentials: Masters in School Counseling State Certification in PPS K12 School Counseling

Report to: Director of K-12 School Counseling Services and Building Administrators

Responsibilities and Duties

This job description is a guide for the implementation of a comprehensive school counseling program focused on the academic, career, and personal/ social development skills of students through individual, group and classroom lesson delivery systems. Professional school counselors are advocates, leaders, collaborators, and consultants who create opportunities for equity in access and success in educational opportunities by connecting their programs to the mission of schools and subscribing to the following tenets of professional responsibility (ASCA, 2010).

Academic Domain:

In assisting student academic growth and success, school counselors:

- Develop individual plans with academic strategies, as needed.
- Collaborate with teachers, the student, and parents on supporting academic success.
- Review educational progress and goals with students.
- Provide individual conferences to develop and support academic goals.
- Assist with academic issues through response to intervention strategies, parent/teacher meetings, and monitoring student progress.

Social Emotional Domain:

In supporting student social-emotional wellness, school counselors:

- Maintain a climate of mutual respect for all.
- Collaborate with students, teachers, parents and administration on problem solving.
- Assist students in coping with social emotional issues.
- Adhere to all confidentiality laws in accordance to HIPPA, FERPA, and FOIL.
- Provide access and support to students for all in-school and extra-curricular activities.
- Provide families with community resources and referrals, as needed.

College and Career Domain:

In preparing students for college and career readiness skills, school counselors:

- Provide information and assistance for all post-secondary education options.
- Develop a college transition program.
- Create a career exploration activity to assist in an understanding of the student's abilities and interests.
- Review career goals with students.

Accountability:

School counselors maintain a comprehensive guidance program focused on the whole child. In order to improve the program school counselors:

- Develop a comprehensive school counseling calendar of activities.
- Create a curriculum map to establish all lessons and activities aligned to national standards of school counseling.
- Utilize program evaluation surveys after lessons and activities to gain knowledge of student understanding.
- Collect data from teachers and parents to assess student and community needs.
- Maintain a time and task analysis to support school counselor's professional activities.

Evaluation

School counselors will be evaluated as required by the adopted Somers Central School District APPR procedures. School counselor evaluations will utilize the Danielson Model School Counseling rubric. School counselors should also refer to the ASCA School Counselor Competencies as a resource to assess and improve professional practice.

References

American School Counselor Association (2005). *The ASCA national model: A framework for school counseling programs* (2nd ed). Alexandria, VA: Author.

American School Counselor Association (2010). *The ASCA Ethical Standards for School Counselors*. Alexandria, VA: Author.