

TITLE:	SCHOOL COUNSELOR – K-5
QUALIFICATIONS:	Valid certification in School Counseling Experience in the field of School Counseling
REPORTS TO:	Building Principal and/or Designee
SUPERVISES:	Guidance and Counseling services for Coal City K-5 students.
JOB GOAL:	Operation of an efficient and effective School Counseling Program for Coal City Unit #1 students.

PERFORMANCE RESPONSIBILITIES:

A. Academic Development

The School Counselor shall:

Priority I

1. Collaborate with faculty, staff, and parents/guardians to better understand and meet the needs of all students.

Priority II

2. Monitor the academic progress of students and identify academic needs within the school through screenings, consultation with staff, eligibility, quarterly at-risk lists, and attendance.
To appropriately respond to these needs, the counselor shall:
3. Provide individual counseling for students in response to identified needs within the school.
4. Conduct small group counseling sessions in response to identified needs within the school.
5. Participate in and assist with the MTSS process for academics at both the school and District level.
6. Contact parents/guardians of students in jeopardy of grade level retention.
7. Advise students of summer school information as needed.

Priority III

8. Assist new students and parents/guardians in enrollment and class selection, particularly to provide adjustment support during the time of transition for new students.
9. Evaluate transfer grades and requirements.

Priority IV

10. Deliver and coordinate the teaching and learning of the SECA curriculum to students in grades k-5.

Priority V

11. Provide grade level transitional activities as needed.
12. Collaborate with K-5 buildings to provide information to the appropriate students regarding school course offerings, registration procedures and materials.

Priority VI

13. Meet with students and contact parents/guardians during the registration process regarding information relative to course selection and placement.
14. Meet with students and contact parents/guardians as needed to make any necessary changes in students' schedules.

Priority VII

15. Interpret test results, student data and other assessments with students and parents/guardians.

B. Personal/Social Development

The School Counselor shall:

Priority I

1. Meet the needs of students with counseling services as required by Individualized Education Plans (IEPs).
 - a. Schedule time to meet with students to satisfy minutes.
 - b. Set and work on Social Emotional Learning Goals with students.
 - c. Share information/caseload with staff as needed.
 - d. Share information at transition times (from prior school—transfer in or change of school within district—to current school) of students with special needs.
 - e. Maintain student files.
 - i. Easy IEP Report Card Wizards
 - ii. Goals
 - iii. Social Emotional Updates
 - f. Collaborate with School Psychologist on RTI plan, Annual Reviews, Re-Evals, testing results, benchmark results, assist when possible.
 - g. Attend IEP meetings and evaluation meetings as necessary.
 - h. Conduct Social Developmental Study as needed.
 - i. Conduct Adaptive Behavior Assessments as needed.
 - j. Complete Medicaid Billing information.

C. Student Services Curriculum

The School Counselor shall:

1. Design, deliver, evaluate, and revise a sequential and developmentally appropriate school counseling curriculum (based on the American School Counseling Association standards), which will include lessons in academic, career, and personal/social development.
2. Collaborate with staff to promote the school-wide integration of the Student Services curriculum.
3. Provide student data relative to the school counseling curriculum outcomes to the District Curriculum Director.

D. System Support

The School Counselor shall:

1. Provide leadership by actively participating in various school committees.

2. Participate in professional development activities to improve knowledge and skills.
3. Participate on the school-based crisis team.
4. Assist Principal with coordinating homebound instruction services as necessary.
5. Assist the administration in the registration and scheduling process.
6. Assist the administration with the school achievement testing program.
7. Maintain records consistent with ethical and legal guidelines.
8. Other duties as assigned.

TERMS OF EMPLOYMENT: The school counselor shall devote such time to this position as needed to successfully complete the responsibilities listed above.

EVALUATION: The performance of the counselor shall be evaluated by the building principal and/or designee in the same manner as other certified staff members.

Approved: July 6, 2022