TITLE: **SCHOOL COUNSELOR – HIGH SCHOOL**

QUALIFICATIONS: Valid certification in School Counseling
Experience in the field of School Counseling

REPORTS TO: Building Principal and/or Designee

SUPERVISES: Guidance services for all Coal City High School students assigned to them.

JOB GOAL: Operation of an efficient and effective School Counseling Program for Coal City Unit #1 students.

PERFORMANCE REPONSIBILITIES:

A. Academic Development

The High School Counselor shall:

1. Monitor the academic progress of students throughout the school year providing counseling whenever needed.
2. Collaborate with parents to better understand and meet the needs of students.
3. Collaborate with faculty/staff in regular meeting times to better understand and meet the needs of all students.
4. Deliver the Academic components of the high school Student Services curriculum to students in grades 9-12.
5. Contact parents/guardians of senior students who are deficient in their credit status. Contact parents/guardians of students in grades 9-11 who are in jeopardy of grade level retention.
6. Meet with students during the registration process regarding information relative to course selection; credits earned and progress toward graduation, and individual course selections. Meet with students as needed to make any necessary changes in students' schedules.
7. Assist new, transfer and foreign exchange students in enrollment, registration, class selection, grades in progress and the transfer of credits. Provide adjustment support during the time of transition.
8. Advise students of alternative educational options as needed (such as summer school information, GED information, High School completion program, Premier Academy, credit options through correspondence and/or online courses.
9. Evaluate credits from outside sources.
10. Provide grade level (middle school through post-secondary) transitional activities.
11. Interpret test results, student data and other assessments to students and parents/guardians.

B. Personal/Social Development

The High School Counselor shall:

1. Provide individual counseling for students in response to identified needs within the school.
2. Deliver the Personal/Social components of the high school Student Services curriculum to students in grades 9-12.

3. Facilitate conflict resolution situations as needed between student/student and student/teacher.
4. Conduct small group counseling sessions in response to identified needs within the school.
5. Provide a link between students and appropriate community resources and outside agencies.

C. Career Development

The High School Counselor shall:

1. Deliver the Career components of the high school Student Services curriculum to students in grades 9-12.
2. Provide students with information related to post-secondary options.
3. Process post-secondary applications.
4. Write letters of recommendation for students who want to enter post-secondary institutions or are applying for jobs.
5. Prepare and process scholarship materials; establish, organize and meet with scholarship committee; make scholarship applications available to students; and guide students through the total process. Coordinate and host Senior Awards Night. Mail local scholarship award letters and associated payment checks to student-designated college/career schools of attendance.
6. Provide financial aid information to students and parents/guardians.
7. Coordinate individual visits from college, career and military representatives.

D. Student Services Curriculum

The High 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.

E. System Support

The High School Counselor shall:

1. Provide leadership by actively participating in various school committees.
2. Participate on the school-based crisis team.
3. Participate in and assist with the RTI program at both the school and District level.
4. Assist the administration with the school achievement testing program.
5. Assist the administration in the registration and scheduling process.
6. Participate in professional development activities to improve knowledge and skills.
7. Assist Principal with coordinating homebound instruction services as necessary.
8. Collaborate with Middle School counselor to provide information to 8th grade students regarding high school course offerings, registration procedures and materials.
9. Maintain records consistent with ethical and legal guidelines.

10. Promote the area College Fair to students, their parents, and the community.
11. Promote career programs and activities offered through both the Grundy Area Vocational Center and Wilco Area Career Center.
12. Other duties as assigned.

TERMS OF EMPLOYMENT: The high school Counselors 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: May 1, 2013