

TITLE:	SCHOOL COUNSELOR – MIDDLE SCHOOL
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 all Coal City Middle School students.
JOB GOAL:	Operation of an efficient and effective School Counseling Program for Coal City Unit #1 students.

PERFORMANCE RESPONSIBILITIES:

A. Academic Development

The Middle 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 RTI 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 the Academic components of the Student Services curriculum to students in grades 6-8.

Priority V

11. Provide grade level transitional activities, particularly 5th-6th and 8th-9th.
12. Collaborate with Intermediate School to provide information to 5th grade students regarding middle school course offerings, registration procedures and materials.
13. Collaborate with High School to provide information about 8th grade students regarding high school course offerings, registration procedures and materials.

Priority VI

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

Priority VII

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

Priority VIII

17. Advise students of alternate school information as needed (e.g. IMSA).

B. Personal/Social Development

The Middle 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. Identify Personal/Social needs within the school through screenings, consultation with staff, office referrals, PBS data, attendance records, and observations.

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 RTI process for behavior at both the school and District level.
6. Provide adjustment support during the time of transition for new students.
7. Provide adjustment support during the time of transition for 6th grade students.
8. Provide a link between students and appropriate community resources and outside agencies.

Priority III

9. Deliver the Personal/Social components of the Student Services curriculum to students in grades 6-8.

Priority IV

10. Facilitate conflict resolution situations as needed between student/student and student/teacher.

C. Career Development

The Middle School Counselor shall:

Priority I

1. Deliver the Career components of the Student Services curriculum to students in grades 6-8.

Priority II

2. Provide students with information related to high school scheduling and post-secondary options.

D. Student Services Curriculum

The Middle 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 Middle 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 middle 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: May 1, 2013