

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
General Information (716) 375-8000



JOB DESCRIPTION

School Counselor

QUALIFICATIONS:

1. New York State Certification as a School Counselor
2. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

RESPONSIBLE TO: Director of Special Education

JOB GOAL: This position requires leadership, advocacy and collaboration to promote student success, provide preventative services and respond to student needs. Counselors ensure student engagement and advise students on progress and future planning.

GENERAL RESPONSIBILITIES:

- A. To provide counseling and advocate for all students.
- B. To monitor students' progress in counseling and report the progress.
- C. To participate as a member of the Committee on Special Education (CSE) for students referred for mandated counseling, which includes IEP development, in addition to classroom observations, and development of Functional Behavior Assessments (FBA) and Behavior Intervention Plans (BIP) conducted on an as needed basis.
- D. To conduct brief counseling for specific problem solving/behavioral issues, such as crisis intervention, crisis counseling, behavior contracts and behavior improvement plans.
- E. To collaborate with families, teachers, administrators, and community for student success.



- F. To participate as a member of the building's Multi-Tiered System of Support (MTSS) Team.
- G. To coordinate the MTSS system by analyzing data to identify attendance patterns, discipline referrals, and academic interventions to strengthen tiered interventions, monitor progress, and support student achievement.
- H. To make referrals to help students and their families receive assistance from other programs and services within or outside the school.
- I. To maintain confidentiality.
- J. To perform all other duties as assigned by supervisor.

TERMS OF EMPLOYMENT: Ten (10) month position based on school calendar

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

