

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/2012	<u>SCHOOL COUNSELOR</u>	1.5.1A
Effective Date	Job Title	Index

Primary Function: Plans, promotes, and delivers a comprehensive, developmental program of guidance and counseling to assist students in the areas of academic achievement, career decision making, personal-social growth and community contribution. Acts as a consultant, in this regard to; school staff, parents and community members.

Responsible to: Building Principal and Student Services Coordinator

Assigned Responsibilities:

1. Foundation

- 1.01 Annually designs a comprehensive school counseling curriculum plan utilizing the American School Counseling Association (ASCA) national student standards and Oregon Framework.
- 1.02 Promotes a whole-school approach for the school counseling program that aligns with ASCA vision, mission, and philosophy ensuring that all students' academic, career, and personal/social development and community involvement needs are met in a systematic manner.

2. Delivery System

- 2.01 Promotes and delivers the guidance curriculum systemically in collaboration with school staff and community resources.
- 2.02 Provides individual counseling in academic, career, personal-social development and community contribution.
- 2.03 Collaborates with other school staff in planning and facilitating a systemic approach to pre-K through post-secondary transitions from grade-to-grade and school to school.
- 2.04 Provides guidance and consultation to students, parents, and staff regarding diploma options.
- 2.05 Provides goal-oriented individual and group counseling to target populations.
- 2.06 Develops appropriate interventions for students and monitors progress.
- 2.07 Collaborates with other school and district staff to ensure an effective school crisis and/or emergency plan is in place (see crisis plan document)
- 2.08 Provides intervention/supports in crisis situations and collaborates with others when appropriate to address student needs.
- 2.09 Develops and implements a referral process to specialists and outside agencies.
- 2.10 Serves as a member of student threat assessment, sexual incident response committee, and suicide screening teams.
- 2.11 Serves as Student Services Team Coordinator, when requested.
- 2.12 Serves on the 504 Team.
- 2.13 Participates as a team member on Youth Services Team and IEP meetings, as needed.

3. Management System

- 3.01 Facilitates a Counseling and Guidance Advisory Council at assigned school to guide program improvement.

- 3.02 Coordinates the comprehensive program in collaboration with administration and other school staff.
 - 3.03 Participates in the design and implementation of school guidance curriculum and closing the gap action plans.
 - 3.04 Manages time to align with the ASCA Model's distribution of time assuring implementation of all delivery systems.
 - 3.05 Manages available resources and seeks new resources to support the school counseling program
 - 3.06 Maintains comprehensive records of the school counseling program
4. Accountability
 - 4.01 Documents and shares process data to educate others about how students, staff, and parents benefit from the school counseling program.
 - 4.02 Collects and uses perception data to identify and meet student needs.
 - 4.03 Collects and share results data documenting how students are benefiting from the school counseling program
 - 4.04 Collects, analyzes, and uses data to plan, implement, and evaluate individual school counseling action plan.
 - 4.05 Conducts a yearly program audit (ASCA) of the comprehensive counseling program and works to implement missing program components.
 - 4.06 Uses data to guide decision-making to improve program delivery.
 5. Leadership and Advocacy
 - 5.01 Demonstrates an understanding of laws and policies related to student rights and counselor responsibilities (e.g., for educational equity, appropriate education for students with disabilities, confidentiality, privacy, appropriate treatment of students, reporting in situations related to possible child abuse.)
 - 5.02 Seeks appropriate opportunities to model effective practices for colleagues, to lead professional learning activities, and to serve in other leadership roles.
 - 5.03 Works with the school leadership team to ensure local policies do no harm to students. Also works to identify barriers to student success and to design systemic efforts to improve school success for each student.
 6. Professional Learning and Ethical Practice
 - 6.01 Engages in meaningful and appropriate professional development opportunities to develop knowledge and skills in order to promote student success, equity, and access by staying up-to-date in counseling theories and instructional practices.
 - 6.02 Participates in regular building level counseling department meetings to design and plan the comprehensive school counseling program. Stay abreast of school specific needs, programs, and resources.
 - 6.02 Reflects on his/her personal biases and accesses resources to deepen his/her own understanding of cultural, ethnic, gender, and learning differences to build stronger relationships and create more relevant learning experiences.
 - 6.03 Demonstrates knowledge of legal and ethical rights and responsibilities.
 - 6.04 Demonstrate knowledge of and adheres to school, district, and state policies.
 7. Other duties as assigned related to Comprehensive Guidance and Counseling Program implementation.

Additional Level Responsibilities:

8. Middle / Secondary (6-12):

- 8.01 Provides programs, information, and guidance to assist all students in selecting post-secondary options aligned with each student's skills and interests.
- 8.02 Provides a systematic approach to individual planning from middle school through high school.
- 8.03 Supports and consults in school-wide effort to assist students in developing personalized education and career plans.
- 8.04 Informs students/parents about pertinent test results and their implications for course selections and post-secondary options.
- 8.05 Facilitates a collaborative effort to ensure students have access to support programs such as; Financial Aid Night, College Fair, AVID, Peer Helper, Leadership, etc.
- 8.06 Assists students from middle school through high school with course selection, and alternative educational options.
- 8.07 Promotes a systemic approach to career development and planning including student development of an online career portfolio.

Minimum Qualifications:

- 1. Elementary (K-8): Valid Counseling Certificate from Oregon Teacher Standards and Practices or approval by Oregon Department of Education as a Child Development Specialist.
- 2. Secondary (9-12): Valid Counseling Certificate from Oregon Teacher Standards and Practices.
- 3. Thorough knowledge of the Comprehensive Guidance and Counseling Framework.
- 4. Knowledge of growth and developmental stages of children.
- 5. Ability to work effectively as part of a team or independently with staff, students, and parents.
- 6. Ability to use a computer and other technological equipment.
- 7. Excellent oral and written communication skills with the ability to speak effectively to large and small groups.
- 8. Excellent human relations skills with the ability to establish good relationships with diverse individuals and groups.
- 9. Ability to manage a wide variety of guidance information.

Minimum Term of Employment: Teacher Contract

Salary Level: Placement on District salary and/or differential schedule.

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

Approved by: _____
(Supervisor)

Date _____

Received by: _____
(Staff Member)

Date _____