



School Counselor Job Description

Terms of Employment 190 work days – salary and work year established by the Board of Education and Grayslake Education Association Collective Bargaining Agreement

Evaluation Performance will be evaluated in accordance with the District 127 Teacher Evaluation Plan

District 127 Mission Statement Students engage in challenging tasks in which they draw upon personal strengths and diverse experiences, create meaningful connections, and develop innovative problem-solving skills. With the confidence and character gained from these experiences, students pursue their individual passions and participate responsibly and effectively in their communities.

Primary Function School counselors oversee the academic, physical, social and emotional well-being of their students. School counselors will consult with appropriate school personnel in order to meet the needs and maximize the achievement of each student.

Organizational Relationships The school counselor reports directly to the Building Administration.

Qualifications

- Illinois State Board of Education School Support Personnel Licensure with an endorsement in School Counseling
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, and assess situations for safety concerns
- Ability to exercise sound judgment in making decisions regarding the safety and welfare of students
- Ability to perform assigned duties and tasks with a minimum of direction
- Ability to maintain effective public, student, and co-worker relationships

- Ability to physically move about the school building and work environment
- Ability to speak, write, read, and understand English

Performance Responsibilities

1. Planning and Preparation 1a. Demonstrating Knowledge of Counseling Techniques and Strategies

The school counselor demonstrates understanding of counseling techniques and strategies. **1b. Demonstrating Knowledge of Child and Adolescent Development** The school counselor displays understanding of typical developmental and behavioral characteristics of the age group as well as recognizing exceptions to the general patterns. **1c.**

Establishing Goals for the Counseling Program The school counselor establishes goals for the counseling program that are appropriate to the school, the environment and the students. **1d. Planning the Counseling Program** The school counselor's plan provides resources that are consistent with department mission, individual school and district goals and needs.

2. Environment 2a. Creating an Environment of Respect and Rapport The school counselor creates an environment that is safe, accessible and inviting; designed to appeal to the population served.

2b. Establishing a Culture for Productive Communication

The school counselor promotes a culture for productive and respectful communication in the counseling setting and throughout the school. **2c. Establishing Systems for Responsive Services and Social/Emotional Well-being** The school counselor consistently works with staff and administration to support the social/emotional well-being of students.

3. Delivery of Service 3a. Communicating with Students and Assessing their Needs

The school counselor assesses student behavior or academic needs and knows the range of student needs in the school. **3b. Assisting Students with Development of Academic, Social/Emotional, and Career Plans** The school counselor assists students in the development of academic, social/emotional, and career plans while using data regarding student needs. **3c. Delivering Counseling Services and Resources to Support Students**

The school counselor provides appropriate services using resources available and makes appropriate referrals. **3d. Using Assessment to Guide Counseling Services** The school counselor evaluates student progress and consults with team members to meet students' needs. **3e. Demonstrating Flexibility and Responsiveness** The school counselor is aware of student needs and makes revisions and adjustments in his/her daily schedules as needed.

4. Professional Responsibilities 4a. Reflecting on Counseling Practice The school counselor makes suggestions as to how the counseling program might be improved. **4b.**

Communicating with Families The school counselor provided information to families about the counseling program. **4c. Participating in a Professional Community** The school counselor participates actively in the professional community and in school and district events and projects, and maintains positive and productive relationships with colleagues. **4d. Growing and Developing Professionally** The school counselor seeks out opportunities for professional development based on an individual assessment of need and actively shares expertise with others. The counselor welcomes feedback from supervisors and colleagues. **4e. Showing Professionalism** The school counselor displays a high-level of ethics and professionalism in dealings with both students and colleagues and complies fully and voluntarily with school and district regulations. **4f. Professional Commitment** The school counselor has good attendance and regularly participates in all staff, department, and committee meetings in addition to other school/district events.