

## SOUTH EASTERN SCHOOL DISTRICT

**TITLE:** School Counselor

**REPORTS TO:** Superintendent/Designee

**REFERENCE #:** 408

**APPROVED BY:** Board of Directors

**JOB SUMMARY:** The school counselor position is established to be consistent with the mission statement of the South Eastern School District as adopted by the Board of School Directors.

The South Eastern School District school counseling program (PK-12) is an essential and effective educational framework, following American School Counseling Associate guidelines, that will enable all students to acquire personal/social, career, and academic competencies necessary to function and to contribute as productive citizens in a changing society.

- A. **Academic Domain:** Includes academic counseling, which assists students and their families in acquiring knowledge of the course options available to students, planning a program of studies, interpreting academic assessments, and seeking post-secondary opportunities. This domain also focuses on achieving goals and assisting students in understanding the relationships of academics to the world of work and to life at home and in the community.
- B. **Career Domain:** Includes career counseling, which helps students acquire information, make informed decisions, and transition to the world of work, apprenticeships, and post-secondary educational opportunities.
- C. **Personal/Social Domain:** Includes counseling, which assists students to develop an understanding of themselves, the rights and needs of others, conflict resolution skills, and identification of individual goals reflecting their interests, abilities, and aptitudes. Such counseling may be provided either in large groups or through structured individual or small group multi-session counseling.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- A. Utilize ASCA School Counselor Professional Standards and Mindsets to design and implement a comprehensive school counseling program that enhances student academic, career, and social/emotional outcomes.
- B. Provide leadership and collaborate with other educators to ensure the school-wide integration of the American School Counseling Association Standards while adhering to ASCA Ethical Guidelines and procedures of the PA Department of Education.
- C. Provide leadership and collaborate with other educators to ensure the school-wide integration of Career Education and Work Standards.

- D. Act as a systems change agent to create an environment promoting and supporting student success.
- E. Implement developmentally appropriate preventative large group/classroom activities and lessons to meet student needs and school goals.
- F. Ensure access to educational and career exploration opportunities for students.
- G. Assist students, individually or in groups, and collaborate with parents/guardians to develop academic, career and personal/social skills, goals, and plans.
- H. Use data-driven practices to identify and remove barriers to student learning and assist stakeholders in interpreting, monitoring, and understanding student data.
- I. Consult and collaborate effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students.
- J. Accurately and appropriately use counseling assessment procedures for determining, structuring, and implementing individual and group counseling services.
- K. Provide appropriate information to school personnel related to the comprehensive school counseling program, including submitting reports as may be required and beneficial to the goals of the individual, the school, and the counseling program.
- L. Understand what defines a crisis. Assume a lead role in utilizing the most appropriate response to a variety of intervention strategies to meet the needs of the individual, group or school community, before, during, and after a crisis.
- M. Participate in professional development activities to improve knowledge and skills.
- N. Participate in Multi-Tiered System of Support, student assistance, multi-disciplinary teams and similar building and district committees when requested.
- O. Coordinate community and school resources to support students and families.
- P. Assist with scheduling, student progress reporting, and records retentions.
- Q. Perform other duties as assigned.

**QUALIFICATIONS:**

- A. Hold a Master's degree in Counselor Education from an accredited institution of higher education.
- B. Hold a valid Pennsylvania Department of Education School Counselor certificate.

## POSITION SPECIFICATIONS:

Physical Demands	Occasional driving to school district offices, classrooms, regional offices Frequent walking throughout various buildings, including climbing up and down stairs. Often sitting at desk for extended periods Standing for limited periods of time Moderate lifting from 15 to 30 pounds Some carrying – up to 30 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondences, computer screen Auditory acuity to be able to use telephones Ability to speak clearly and distinctly
Work Environment	Generally, classroom or office setting
Temperament	Ability to work as a member of a team Must be courteous and able to effectively communicate with students, parents/guardians, and staff Must be cooperative, congenial and service-oriented, and promote these qualities in the department Ability to work in an environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read, write and do complex computations Ability to use correct grammar, sentence structure and spelling Ability to compose clear, concise sentences and paragraphs Ability to organize classroom setting or office to efficiently accomplish tasks Ability to work independently, exercise appropriate initiative, and make work-related decisions Ability to exercise good judgment in prioritizing tasks and work efficiently on those tasks. Ability to communicate effectively at all organizational levels

Note: All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

Specific Skills	Ability to operate office equipment Ability to use technology efficiently and learn new technology implemented by the District Must recognize and appropriately handle confidential information Ability to perform tasks as assigned
License	Valid Driver's License
Comments	Position holder must have a friendly, helpful, caring personality

*The position specifications described here are the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

**EVALUATION:** Performance of the School Counselor will be evaluated annually, by the Superintendent/Designee, in accordance with adopted procedures.

**COMPLIANCE:** It is the policy of the South Eastern School District not to discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, genetic information, pregnancy, handicap/disability in its employment practices as required by Title IX, Section 504 and Title VI.

**DATES:**

Original Adoption: **February 20, 2020**

Revised:

**SIGNATURES:**

  
Secretary

  
President