

General Statement:

The School Counselor is responsible for assisting students in attaining their maximum personal and educational development by offering a variety of support services including individual and group counseling, development and monitoring of students' academic programs, consultation and collaboration with students, parents, community, faculty, administration, and the development of student and family informational programs. School Counselors implement a comprehensive school counseling program that promotes and supports college and career readiness for all students.

Major Responsibilities:

- Provides comprehensive counseling services to a diverse body of students to support post-secondary college and career success.
- Implements comprehensive school counseling program in accordance with current state and national school counseling standards.
- Provides individual and group sessions to students in the areas of academic planning and success, career awareness, and socio-emotional development.
- Consults and collaborates with teachers, staff, families, and community members in understanding and meeting the needs of students in the school setting and enhancing their education.
- Uses technology to implement comprehensive school counseling program to support college and career readiness and post-secondary success planning.
- Serves as a member of the interdisciplinary team, and participates on the Planning and Placement Team, Student Support Team, and other teams and committees that support student progress.
- Uses data to document the results of strategies and interventions that are used to improve student performance and to evaluate student and program needs.
- Identifies at-risk students and collaborates with teachers and other professional staff to create appropriate interventions and recommendations.
- Reviews and interprets modifications, accommodations, and intervention plans for all students.
- Plans, coordinates, and conducts department and school wide activities that contribute to the social emotional, career, and academic goals of the school community, such as college fairs, college and career days, and other extensions of the school counseling curriculum.
- Participate in activities that will support professional growth of knowledge and skills
- Meets professional responsibilities.

Knowledge and Skills:

- Demonstrated knowledge of state and federal laws pertaining to school counseling.
- Adheres to preferred practices prescribed by state and national school counselor associations.
- Demonstrate ability and willingness to work with a wide range of student personalities, backgrounds, and abilities.
- Knowledge of various models and best practices of counseling.
- Ability to apply known research and evaluation data to improve student learning.
- Ability to utilize technology to interact with and engage students.
- Excellent interpersonal, communication, advocacy, leadership, and collaboration skills with students, staff, families, and the community.
- Ability to organize and coordinate work.

Job Description – School Counselor

- Ability to engage in self-evaluation with regard to performance and professional growth.
- Knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows); Office suites (i.e. Microsoft Office, Google Docs); Presentation Software (i.e. PowerPoint, Keynote); Spreadsheets (i.e. Excel, Google Spreadsheets); Communication and Collaboration tools (i.e. Skype); Accounting Software (i.e. QuickBooks); Student Information Systems (i.e. Naviance, Power School); or any other technology deemed relevant for this position.

Qualifications:

- Connecticut State Department of Education Certification endorsed for School Counselor (068)

Board Approved 05/28/2019

Employee Signature

Date

Employee Name (Please Print)