



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title	School Counselor
Reports To	Principal/Assistant Principal/Director
Level/Grade	5-12
Type of position:	<input type="checkbox"/> 12 Month <input checked="" type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

The School Counselor addresses "all students' academic, career and personal/social development needs by designing, implementing, evaluating and enhancing a comprehensive school counseling program that promotes and enhances student success." The school counselor adheres to the American School Counselor Association Ethical Standards for School Counselors. Eighty (80) percent of the school counselors' time is spent providing direct and indirect services to students. (American School Counselor Association)

Qualifications

- Rhode Island Department of Education Teaching Certification
- Highly Qualified

Essential Duties and Responsibilities (*other duties may be assigned*)

- Adheres to the policies and related directives of the Chariho Regional School District.
- Seeks opportunities for the integration of the school counseling curriculum with the curriculum of other disciplines.
- Promotes the attainment of the District's Mission, Vision, and Strategic Plan.
- Displays strong and deep knowledge of the philosophical foundations and content of the school counseling curriculum.
- Applies current research-based best instructional practices and strategies to deliver the curriculum.
- Shows understanding of career opportunities, labor trends, and global economics.
- Utilizes career-assessment techniques.
- Administers and interprets various types of assessments.
- Assists students in monitoring their own progress and development.
- Promotes equity and access to rigorous educational experiences for all students.
- Participates in the annual development of school counseling mission, vision, and program goals and related evaluation activities.
- Participates on school counseling advisory committees or similar program improvement groups.
- Collects, organizes, and presents student- and school-related data with the goal of promoting student success and school effectiveness and assessing the effectiveness of the school counseling program.
- Participates in the development and implementation of plans for individuals and groups of students to address gaps in performance, behavior, and/or attendance.
- Prepares and delivers regular calendars of counseling events to all members of the school community to encourage participation in school counseling programs.
- Works with individual and groups of students to facilitate the establishment of personal goals and development of future plans. Recommends courses and activities to align with future plans.
- Facilitates learning opportunities related to the college search and admissions process and admissions process and the military.
- Participates in the course scheduling process.
- Supports students in participating in non-traditional (e.g., Independent Study Projects, Internships, etc.) learning activities.
- Works with students to develop and annually revise Individual Learning Plans.
- Provides services and/or refers to internal and external providers to respond to the individual needs of students.

- Shows understanding of the role of the school counselor in crisis situations; responds in alignment with the Emergency Operations Plan.
- Makes appropriate referrals and is prepared with credible and accurate documentation.
- Contributes to the development of plans, including but not limited to IEPs, 504s, and individual health plans, for students with unique needs.
- Assists with Chariho Area Career and Technical Center recruitment activities.
- Integrates technology to more effectively deliver the curriculum and specially designed instruction.
- Communicates high and clear expectations.
- Assists students in monitoring their own progress.
- Contributes to collaborative planning activities.
- Consults and collaborates regularly, and professionally with colleagues and at least twice per year with students and/or parents (more often if needed), regarding academic, career, and personal/emotional development. Communicates immediately with all when there are concerns.
- Takes responsibility for personal professional growth.
- Participates in school events and in school and/or department improvement efforts.
- Supervises and assists with the evaluation of others, including but not limited to volunteers and teacher assistants, etc., as appropriate.
- Performs administrative duties, including but not limited to budgeting, ordering of supplies, etc., as appropriate.
- Other duties as assigned by supervisor.

Supervises

Students, Teacher Assistants, and Volunteers

Skills Required

- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for instruction, communication, data analysis, and access to research.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelors' Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Created 7/24/2014

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.