



# Annandale Public School District 876

## JOB DESCRIPTION

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**Position Title:**  
School Counselor

**Department:**  
Student Services

**Unit:**

**Immediate Supervisor:**  
Building Principal

**Grade Placement:**

**FLSA Status:**

### **Job Summary:**

Under the direction of the Director of Student Services and Building Principal, the Licensed School Counselor provides individual and group guidance and counseling services to meet the academic, social and emotional needs of students. Duties also include providing coordination and implementation assistance in various school programs/functions such as the administration of standardized testing and coordinating registration activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Counsels students individually or in groups in need of personal, social emotional, academic or career counseling services. Performs a variety of counseling and guidance such as:
  - a. Collect and discuss student referrals from staff and parents in regards to student academic or emotional concerns
  - b. Provide support to students in meeting their academic, personal, social and emotional needs which may otherwise prevent them from performing at their highest ability
  - c. Contact parent/guardians through phone, email, or meetings to discuss student concerns
  - d. Provide information and support to families and students new to the district
  - e. Evaluates and makes chemical dependency assessments suspected of abuse and makes referrals
  - f. Tracks and monitors student credits for graduation
  - g. Assist with students dealing with transitions between schools
  - h. Assists students with career searches, college searches and college applications
2. Plans, organizes, coordinates and/or implements various building programs or services pertaining to counseling and guidance, depending upon assignment and building, including:
  - a. Coordinates and leads, with School Social Worker, the student referral process
  - b. McKinney-Vento liaison to meet needs of identified homeless students
  - c. Coordinates Student of the Month recognition
  - d. Monitor student attendance and communicate with outside agencies when needed
  - e. Plans and presents large and small group lessons
  - f. Manage all aspects of 504 plans
  - g. Assists with testing procedures when appropriate
  - h. Assists with registration and scheduling process
  - i. Part of school crisis team and responsibilities
3. Behavior Management
  - a. Oversees and processes student behavior
  - b. Process Behavior Plan referrals from staff and the bus company
  - c. Meet with students to process behavioral incidents and record and track referrals in student management system

4. Performs other comparable duties of a like or similar nature as apparent or assigned.
  - a. Attends training sessions, conferences, seminars, department and district meetings
  - b. Serves on District committees, task forces, work groups, etc., as requested

## **EDUCATION AND KNOWLEDGE REQUIREMENTS**

### **Education Training and Experience Requirements:**

- Master's Degree in School Counseling

### **License/Certification Requirements:**

- School Counseling

### **Knowledge required to perform the essential functions of the job:**

- Knowledge of the principles, practices and ethical standards of School Counseling; relevant state and federal laws, rules and regulations; and applicable district policies
- Knowledge of current educational, personal and career counseling principles, trends, methods, strategies and procedures
- Knowledge of the district curriculum, extracurricular offerings, community resources and support systems
- Knowledge of the Special Education referral process
- Knowledge of behavior modification and crisis prevention and intervention strategies
- Knowledge of various physical and mental health disabilities and diagnoses
- Knowledge of writing and implementing accurate and effective 504 Plan modifications and accommodations(in buildings where assigned)
- Knowledge of educational, career and personal development resources; standardized testing,district student management system(scheduling); and other pertinent resources

## **WORK SKILLS AND CHARACTERISTICS**

### **Skills required to perform the essential functions of the job:**

- Ability to deal effectively and appropriately with students, parents, school staff and other providers regarding student concerns and problems
- Ability to communicate ideas clearly and concisely, both verbally and in writing
- Ability to consult with school personnel in developing and implementing effective academic and behavioral interventions for students
- Ability to administer, evaluate and interpret diagnostic/achievement or vocational/interest tests
- Ability to interact and communicate effectively and appropriately with students, parents and other educational professionals regarding student concerns
- Skilled in delivering presentations
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, department heads, and officials
- Maintaining confidentiality, following Data Privacy rules and regulations
- Ability to accurately interpret written materials of a technical nature

## **PHYSICAL REQUIREMENTS**

### **Physical requirements associated with the position can be best summarized as follows:**

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.