VILLAGE TECH SCHOOLS

JOB DESCRIPTION
Professional School Counselor

Job Title: Professional School Counselor

Wage/Hour Status: Exempt

Reports to: Campus Director

Pay Grade: See Salary Schedule

Dept./School: Assigned

Date Revised: June 22, 2018

Work Days: 205

Primary Purpose:

The Professional School Counselor, under the general supervision of the assigned Campus Director with additional guidance from the District Director of Culture and Character and Counseling Services, supports the implementation of the district and campus goals related to the social and emotional health and awareness of students. The Professional School Counselor will work with students through direct and indirect services as needed as well as with teachers for guidance related to the social/emotional component of rubric development.

Qualifications:

Education/Certification:
Bachelor's degree required
Master's degree in counseling or counseling related field required
Required certificates or licensure or its equivalent

Special Knowledge/Skills:
Ability to communicate very effectively with students, staff members and parents
Excellent listening skills and ability to demonstrate consistently Covey's 7 Habits of Highly Effective People
School counseling emphasis is preferred.

Experience:
Counseling experience with children or adolescents in a private or school setting
One to two years experience teaching in a public school environment desired with additional professional school counseling experience preferred.

Major Responsibilities and Duties:

- Use accepted theories and effective techniques to provide individual/small group developmental, preventive, remedial and/or crisis counseling
- Direct/indirect teach students regularly on the 5 competencies of Social/Emotional (SE) development
- Ensure students receive individual and small group counseling based on needs

- Support implementation of the *Leader in Me* (LiM) system campus-wide for effective system-wide development of our staff and students regarding *Covey's 7 Habits of Highly Effective People*
- Create and support systems for leadership opportunities throughout your campus
- Protect confidentiality of information gained as part of exercising professional duties and use discretion in sharing such information within legal confines
- Define and interpret the professional functions of school counselors to administrators, teachers, students, parents and the public
- Establish effective liaisons with the various offices and agencies within the community that may provide specialized or professional help to students and their parents
- Oversee the continuing study and record keeping of information on dropouts and follow up of graduates
- Model lessons for classroom teachers for social emotional learning (SEL)
- Evaluate programs (LiM, Guidance, SEL implementation) in designated campus grade levels and assist the Directors in developing professional development plans with members of the Counseling staff
- Coordinate the college and career readiness initiative in the elementary and/or middle school grades, depending on assignment
- Plan, implement and evaluate a comprehensive program of guidance to the campus
- Assure all students participate in a proactive developmental program to encourage all students to maximize personal growth (LiM)
- Provide consultation for staff regarding social/emotional student support and effectiveness
- Adhere to counselor Code of Ethics
- Enable teachers to gain a better understanding of the counselors' roles in counseling services
- Reach out to other professionals within the school, as well as parents and the community to develop collaborative connections
- Cultivate connections with area businesses and community agencies
- Establish effective working relationships with other institutions that may be of use to students, parents and teachers
- With the approval of the Campus Director, coordinate activities at the opening of school, during vacation periods and at the end of the year
- Work closely with teachers and administrators to ensure students' welfare and the protection of their rights
- Provide valuable insight into diverse student needs and teacher expectations
- Advocate for experiences that will broaden students' college and career awareness that will prepare students to choose from a wide range of post-secondary options
- Participate in conferences with students, parents, teachers and/or administrators to assist students in achieving success in school and in developing in all areas of the SE competencies
- Assess and interpret student needs, recognizing differences in culture, values, and backgrounds
- Establish and assess measureable goals for student outcomes
- Asses barriers that impede learning, inclusion, and academic success. This includes special needs, at-risk populations, GT and ESL students
- Participate in Fair Share responsibilities on campus (drop off/pick up procedures, etc)
- Serve on committees as needed (LPAC or 504).

- Attend campus RtI meetings with Campus Director (as a member of RtI committee) and provide direction regarding student behavior support/interventions

Communication

- Maintain a professional relationship with colleagues, students, parents, and community members
- Use effective communication skills to present information accurately and clearly
- Develop various communications to parents including, but not limited to, event flyers, emails and letters as instructed by Campus Director

Professional Growth and Development

- Participate in staff development activities to improve job-related skills as necessary and/ or possible
- Keep informed of and comply with state, district, and school regulations and policies
- Attend and participate in faculty meetings as needed
- Maintain continuing education for the field of counseling services

Other

- Other duties as assigned by the Campus Director.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Will need to be able to handle juggling multiple tasks and assignments on any given day and prioritize those tasks based on factors such as deadlines and potential impact to the Campus and District overall.

Employment with Village Tech Schools shall be at-will unless a term of employment is expressly stated in a written contract. **At-will employment means that an employee may be terminated with or without cause, with or without prior notice, at any time, for any reason or for no reason. Similarly, employment with Village Tech Schools is voluntarily entered into, and employees are free to resign at any time, with or without cause or notice.**

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Acknowledged by (Team Member): _____

Date: _____

Reviewed by (Supervisor): _____

Date: _____

Village Tech Schools considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.