

Job Description: School Counselor

Reports to: Building Principal, Director of Student Services

General Summary: Counsels and students on personal, social, educational, and vocational issues; consults with teachers, administrators, and parents; and assists in coordinating services for the emotional well-being of students.

Essential Functions:

1. Knows and complies with District policies, rules and procedures.
2. Delivers district counseling curriculum and supports the classroom teacher with social and emotional learning of students.
3. Collaborates with counselors to maintain continuity, ensure successful transitions and to improve the K-12 counseling program.
4. Serves as a consultant to students, parents, teachers, administrators and others.
5. Coaches school staff in supporting the social and emotional, behavioral and mental health needs of students.
6. Support school staff in delivering evidence-based small group interventions and individual counseling interventions based on student needs and building referrals.
7. Provides individual and group counseling to students.
8. Provides individual planning that guides students through ongoing activities to plan, monitor, and manage educational, career development and post secondary planning.
9. Promotes college and career readiness skills.
10. Orients students and staff to the role of the school counselor.
11. Maintains personal and confidential records of the students assigned to them.
12. Assists in the orientation of new students.
13. Collects, analyzes and uses relevant academic and behavioral data for improved student achievement. Collaboratively works with other school professionals to provide responsive services to meet student's immediate needs and/or concerns.
14. Promotes appropriate skills development, communication and teamwork in a positive working relationship with other building employees.
15. Counsels students on personal, social and emotional and academic challenges, coordinating agency referrals with their social worker and administrative team.
16. Serves as a liaison between community agencies, families and school personnel and students.
17. Participates in building and District committees.
18. Performs other duties as assigned by the Director of Student Services and the building administration.

Length of Contract: Teachers' contract (additional days as required)

Salary: Teachers' Salary Schedule

Qualifications:

- Education Level:
 - Master’s degree in counseling
- Certification or Licensure:
 - Nebraska Teaching Certificate with the appropriate endorsement
- Experience Desired:
 - Experience as a classroom teacher and/or school counselor is preferred
- Other Requirements:
 - Possess skills necessary to perform responsibilities.

Special Requirements:

Task	Occasional 1 – 32%	Frequent 33 – 66%	Constant 67%+
Standing	X		
Walking	X		
Sitting		X	
Lifting – 25 lb. max	X		
Carrying – 100 feet	X		
Pushing/Pulling	X		
Climbing/Balancing	X		
Stopping/Kneeling Crouching/Crawling	X		
Reaching/Handling	X		
Speaking/Hearing			X
Seeing/Depth Perception/Color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature

Date