



POSITION GUIDE

Position Title: Secondary School Counselor

Code:

Department: Instructional Services

Group: PROF

Reports to: Supervisor of Counseling & Psychological Services

Date: May 25, 2010

PURPOSE OF POSITION:

The IU 13 Nonpublic School Services Secondary School Counselor is responsible for addressing students' academic, personal/social and career development needs by designing, implementing, and evaluating a school counseling program that promotes student success. The school counselor works collaboratively with other Act 89 staff, and with the administration and staff of the nonpublic school(s) to which they are assigned.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
 - ***professional and courteous verbal and nonverbal communication***
 - ***proactive problem solving***
1. Plan, implement, and coordinate short-term individual and/or group counseling to students referred by building principals and teachers, students, Act 89 staff, SAP or student support team, and/or parents.
 2. Provide career and college guidance and vocational educational program information.
 3. Assist with administration of testing related to the delivery of counseling services.
 4. Maintain regular communication and consultation with building principals, teachers, Act 89 staff, parents, student support team members, and local service agency personnel.
 5. Participate in the Nonpublic School Services Professional Learning Community to expand and maintain a high level of counseling expertise through professional collaboration, professional development training, and professional reading.
 6. Participate on student assistant teams (SAP) and student support teams as appropriate.
 7. Assist building principal, teachers and parents with referrals and liaisons to appropriate agencies and/or private practitioners in cases where school counseling may not address the student's needs.
 8. Document and maintain accurate, complete, and timely records as required by law, IU policy, and supervisor direction.
 9. Utilize technology and maintain a level of knowledge appropriate to the role of school counselor.
 10. Seek, select, and use resources compatible with student/program needs.
 11. Interpret policies, programs, data, and procedures related to the delivery of counseling and academic services.
 12. Use a variety of best practice strategies and approaches to meet the needs of students.

This is not a complete itemization of all facets of this position.

13. Use evaluation and assessment information to design and improve the delivery of services.
14. Fulfill all other duties required by the program supervisor.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Certification required: PA Secondary School Counselor

Education required: Masters Degree in Secondary School Counseling

Experience required: School or private counseling

Other qualifications: Understanding of ASCA model and the role of the school counselor; ability to communicate and collaborate effectively; maintain confidentiality in the delivery of counseling services in accordance with professional and legal standards.

MISCELLANEOUS REQUIREMENTS:

Adheres to the established work schedule through regular and consistent attendance.

SUPERVISION OF PERSONNEL:

None

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities: Sit: 35%
Walk/stand: 65%
Driving to other locations: %

Lifting: Up to 20 lbs. - Lifting of light boxes and office material (unless otherwise noted below)

Vision: Close concentration

Mental Demands: Interpret, analyze and problem solve

Environment: Normal office environment??