
SCHOOL COUNSELOR

Job Title: School Counselor

Qualifications:

- a. Master's degree or higher from an accredited institution
- b. Valid State of Maine certification (075)
- c. Experience in an educational institution or a minimum of three years' equivalent experience in a related field
- d. Ability to communicate effectively with students, parents and other staff
- e. Effective organizational ability
- f. Self-motivation and discipline
- g. Strong sense of personal professional ethics
- h. Physical ability to perform the duties as described with or without reasonable accommodations

Reports to: Building administrator

Job Goal:

A school counselor is a trained, certified professional who works to ensure that all students develop the knowledge, skills, behaviors and attitudes to become successful individuals and citizens through the delivery of a comprehensive and developmentally appropriate program which addresses their academic, personal-social and career guidance needs. A school counselor has the knowledge and skill needed to deliver appropriate services to students.

Professional Responsibilities:

- a. Provide emergency crisis response/intervention as needed
- b. Provide developmentally appropriate classroom instruction to students according to the American School Counselor Association (ASCA) standards, Maine Department of Education Career and Development standards, and the RSU 40 guidance curriculum
- c. Disseminate information to students, parents, staff and community related to school counseling services
- d. Engage family participation in the educational, social, and personal development of their children
- e. Provide consultation services to school staff when needed (i.e. case managers, social workers, nurses, etc.)
- f. Consult with teachers, administrators and parents regarding student needs and share strategies to support student achievement in academics and emotional/social development
- g. Provide system support within the scope of a school counselor's role as outlined further in this job description
- h. Coordinate and collaborate with the district School Counseling team on district training for Suicide Prevention Awareness
- i. Provide system support within the school counseling domains of personal/social development, academic development, and career development, as well as the ASCA Mindsets and Behaviors Expectations
- j. Collaborate and coordinate with community stakeholders

- k. Ensure that appropriate and effective referral processes to the school counselor are in place and followed
- l. Advocate for all students
- m. Demonstrate professional conduct, knowledge of counseling theory, techniques, and child development

Performance Responsibilities

- o. Provide direct service to students, utilizing the following delivery methods to implement the comprehensive school counseling program:
 - 1. Large group instruction
 - 2. Small group instruction
 - 3. Individual planning/consultation
 - 4. Group Counseling
 - 5. Individual counseling
 - 6. Crisis intervention/mediation
- p. Indirectly support the academic, personal/social and career development of assigned students through ongoing consultation and coordination with parents, school personnel, and applicable community resources
- q. Participate in district supervision to ensure that counseling practices are consistent with current standards, and legal and ethical guidelines as determined by the American Counseling Association, American School Counseling Association, and RSU 40 policies and procedures
- r. Participate in professional development necessary to remain current with school counseling practices

Academic Domain

- s. Assist students in resolving academic difficulties
- t. Maintain and communicate knowledge of additional resources for students experiencing academic difficulty
- u. Maintain and communicate knowledge of educational enrichment opportunities available to students
- v. Participate as necessary in Individualized Education Program (IEP) and 504 team meetings
- w. Collaborate and coordinate district wide on transitional planning
- x. Assist students with course selection (High School only)
- y. Maintain records of progress toward graduation for assigned students (High School only)

Personal/Social Domain

- z. Facilitate opportunities that enhance the self-knowledge of students
- aa. Provide short-term counseling, crisis intervention, and mediation services to assist students in the resolution of personal/social issues hampering academic success
- bb. Provide information to students with clinical symptoms to appropriate psychological resources and continuity of care
- cc. Participate on the PBIS Team, Student Assistance Team, Leadership Team, and/or Crisis Team

Career Domain

- dd. Assist students in the recognition, understanding, and celebration of individual passions that may translate to career interests
- ee. Assist assigned students in the development of a personally meaningful, realistic career/life

- plan consistent with their passions
- ff. Provide career information consistent with students' aspirations, abilities and interests
- gg. Promote opportunities necessary to facilitate student success to their post-secondary goals

Legal and Ethical Duties

- hh. Follow confidentiality guidelines in all aspects of student performance and written and oral records (As established in Maine law Title 20-A §4008, all communications between students and school counselors and/or social workers if applicable is considered privileged, confidential and private.)
- ii. Demonstrate an understanding of the legal rights for students, instructors and other staff
- jj. Follow health and safety procedures established by the district
- kk. Pursue professional growth and adhere to the American School Counseling Association's ethical standards for school counselors

Evaluation: Performance of this job will be evaluated by the building administrator.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.