

Jordan School District  
**LICENSED JOB DESCRIPTION**

Job Title:	<b>School Counselor</b>		
Department / Location:	Various Schools	FLSA Classification:	<u>Exempt</u>
Supervisors Title:	School Principal	Contract:	<u>Various</u>
Department Approval:	<u>[Signature]</u>	Date:	<u>3.20.15</u>
ADA Review:	<u>[Signature]</u>	Date:	<u>3.20.15</u>
Human Resource Approval:	<u>[Signature]</u>	Date:	<u>3.20.15</u>
Superintendent Approval:	<u>[Signature]</u>	Date:	<u>                    </u>
Original Date:	<u>11/84</u>	Revised:	<u>7/94</u>
		Revised:	<u>4/11</u>
		Revised:	<u>3/15</u>

**GENERAL FUNCTION**

Under the direction of the school principal, the School counselor helps students make decisions that affect their personal and academic development. Counselors meet with students individually or in group sessions and are frequently required to work with administrators, classroom teachers, school psychologists, school nurses, parents, and community groups. Counselors help students develop for plans for College and Career Readiness. This includes: helping students with course selection, evaluating progress to graduation, exploring post-secondary options and submitting admission, scholarship and financial aid applications. Counselors also provide responsive services, guidance curriculum, and system support to address student needs and meet Comprehensive Counseling and Guidance Program goals. Counselors use data and ongoing program evaluation to ensure that student needs and school goals are met.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Commit to have punctual and regular daily attendance.
- Develop and maintain a written plan for effective delivery of the school counseling program based on USOE's Comprehensive Counseling and Guidance Program model.
- Discuss the comprehensive school counseling program and action plans with the school administration. Provide information to staff related to the counseling program.
- Provide leadership and collaborate with other educators in the school-wide integration of USOE's Comprehensive Counseling and Guidance Program model.
- Communicate the goals of the comprehensive school counseling program to education stakeholders.
- Spend at least 80% of time providing direct services through the Guidance Curriculum, Individual Student Planning for College and Career Readiness, and Responsive Services for Dropout Prevention and the remaining time in program management, system support and accountability.
- Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Assist all students, individually or in groups, with developing academic, career and personal/social skills/behavioral, goals and plans. Provide counseling for students with identified concerns and needs.
- Consult and collaborate effectively with parents/guardians, teachers, administrators and other educational/community resources to assist students with educational and career planning or to assist students with identified concerns and needs.

- Implement an effective referral and follow-up process.
- Accurately and appropriately use assessment procedures for determining and structuring individual and group counseling services.
- Accurately and appropriately gather, maintain, interpret and utilize program and student data. Assist teachers, parents/guardians and other stakeholders in interpreting and understanding student data.
- Participate in professional development activities to improve knowledge and skills.
- Use available technology resources to enhance the school counseling program such as websites, interest surveys, career explorations, and links to community resources.
- Work with the administration to create, coordinate and implement student orientation programs for incoming students.
- Act as a consultant as the administration creates, coordinates and implements student/teacher schedules. Will play an active role in presenting the registration materials to the students, adjusting changes with students' registration as it relates to individual student planning.
- Supervise all aspects of student records including obtaining and forwarding records, academic, testing, etc., maintained by counseling personnel.
- Monitor students' progress towards graduation, identify credit deficiencies, and facilitate post-secondary plans.
- Conduct parent education classes in cooperation with the Jordan Family Educational Center.
- Promote and support students in attaining ASCA National Standards for School Counseling Programs.
- Understand and adhere to laws, District policies, and procedures.
- Must be able to work under pressure of time constraints and deadlines.
- Stay abreast of trends, developments, and research.

### **NON-ESSENTIAL FUNCTIONS**

- Fulfill other duties as assigned.
- Join and participate in appropriate professional organizations, and continue to further their academic involvement.
- Participate on various school committees.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **Minimum Job Qualifications:**

- Requires a Master's Degree in School Counseling from an accredited college or university.
- Requires a valid Professional Educator License from the State of Utah within the relevant "License Area of Concentration" and, if applicable, "Endorsement".

- Requires strong oral and written communication skills with students, parents and staff.
- Requires strong computer and educational technological skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective counseling strategies.
- Requires the ability to implement established guidance curriculum.
- Requires the ability to create and engage students through guidance curriculum in settings from small groups to large assemblies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle crisis issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently with little direct supervision.
- Requires knowledge of State Core Curriculum and Board of Education adopted guidelines.
- Requires the ability to adapt readily to change on an ongoing basis.
- Requires knowledge and ability to assist schools in special requests regarding behavior or academic needs.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment, educational technology, computer, standard machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the counselor is regularly required to speak and/or hear. The employee is frequently required to sit; stand or walk; reach with hands and arms and stoop, kneel, or crouch. The counselor is occasionally required to use hands to handle materials or objects, and must occasionally climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.