School Counselor

TITLE: School Counselor

QUALIFICATIONS:

Education/Certification:

I. Maine Department of Education certification as Guidance Counselor.

II. Masters Degree completed by an accredited college or university.

III. Hold a valid state of Maine Criminal History Record Check (CHRC) approval.

Special Knowledge:

I. Educational training and/or experience to meet the counseling needs of all students.

II. Excellent skills in communicating and collaborating with staff, parents and students.

III. Excellent skills in consulting with staff, families, and non-staff professionals.

REPORTS TO: Building Principal

JOB GOALS:

A school counselor is a trained, certified professional who works to ensure that all of our 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 skills needed to deliver appropriate services to students.

PROFESSIONAL RESPONSIBILITIES:

The professional school counselor:

I. Has a primary obligation to the student, who is to be treated with respect as a unique individual.

II. Is concerned with all students' educational, academic, and personal-social needs and encourages their maximum development.

III. Demonstrates knowledge of counseling theory and techniques, child development, and encourages maximum development.

IV. Is knowledgeable of laws, regulations, and policies relating to students and strives to protect and inform students regarding their rights.

V. Provides students with a comprehensive and developmentally appropriate school counseling program.

VI. Makes referrals to school social workers and/or outside resources as needed. Appropriate referrals may necessitate informing both parents/guardians and students of applicable resources and making proper plans for transitions with minimal interruption of services.

VII. Maintains and secures records necessary for rendering professional services to the student as required by laws, regulations, institutional procedures, and confidentiality guidelines.

VIII. Adheres to all professional standards regarding selecting, administering, and interpreting assessment measures.

IX. Provides interpretation of the nature, purposes, results, and potential impact of assessment/evaluation measures.

X. Helps develop appropriate plans based on individual student needs.

XI. Consults and collaborates with families and school staff to facilitate students' maximum development.

XII. Establishes and maintains professional relationships with faculty, staff, and administration.

XIII. Serves on relevant committees and attends staff meetings as required.

XIV. Improves their own professional skills and knowledge.

XV. Adheres to the American School Counseling Association's ethical standards for school counselors.

XVI. Performs other duties as assigned by the building administrator and/ or the Superintendent.

TERMS OF EMPLOYMENT:

Twelve months per year, salary and benefits to be established by the School Board pursuant to an agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and/or Board action on Evaluation of Professional Personnel.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: April 13, 2010

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