

# 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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