

West Central High School Counselor Job Description

Title: High School Counselor

Qualifications: ISBE School Counselor PEL

Reports To: Building Principal

Approved: October 18, 2023

School Counselor Responsibilities:

1. Meet individually with students to do counseling sessions
2. Help students who are struggling to make positive behavior choices.
3. Maintain confidentiality of students and families unless there is a need to know or a safety concern
4. Provide education and information to staff, students and families about students' social-emotional needs
5. Address all students' academic, career and social/emotional developmental needs
6. Provides teachers with suggestions
7. Maintaining data on assessments and other data collected for counseling purposes
8. Facilitate small groups
9. Serve as the buildings 504 coordinator to develop 504 plans for students needing classroom accommodations
10. Collaborate with the District Special Education Coordinator for state testing accommodations for 504 students (as applicable)
11. Complete and submit needed Medicaid reimbursement data
12. Participate in IEPs and complete needed forms, assessments and goal tracking
13. Participate in building committees as needed or requested by building administrator
14. Develop, manage and evaluate a comprehensive school counseling program

15. Provide instruction, skills and interventions for students to manage emotions and apply interpersonal skills
16. Help students plan for postsecondary options (higher education, military, work force) as appropriate at each grade level
17. Coordinate referrals for students and families to outside services
18. Collaborate with families, teachers, administrators and community to provide resources to support student success
19. Analyze data to identify student issues, needs and challenges
20. Participate in on-going professional development and state association participation to stay current in changes in the field
21. Report to the building principal changes in legislation or practice that impacts students
22. Monitor the academic progress of students and make appropriate intervention to improve student achievement and attendance
23. Participate in orientation programs for incoming students and monitor graduation requirements for all students (as appropriate)
24. Assist in identifying special needs students and in making referrals to special programs, as necessary
25. Consult with representatives of public and private agencies for possible referral of students to other supportive services or agencies within the community
26. Consult with parents regarding educational, social and vocational needs of their students
27. Facilitate student/teacher/counselor/parent conferences regarding student's educational progress and figure educational and vocational goals
28. Provide direct instruction to students regarding successful completion of high school graduation requirements and other appropriate information to support each student's academic achievement
29. Collaborate with peers throughout the district to create comprehensive school counseling program for West Central
30. Enrolls, schedules, refers and transfers students to classes (high school counselor)

31. Coordinates all state testing organization (high school counselor)
32. Implements 2nd Step (or comparable SEL program) in all classrooms and throughout the building (elementary counselor)
33. Assists in transporting students throughout the building, as needed
34. Conducts Classroom Lessons related to SEL Skills, Career/Employment, Training and Post-Secondary Opportunities
35. Serves as a facility liaison to link students with outside agencies and coordinate vocational, educational and transitional services
36. Provides crisis counseling support for escalating situations
37. Provides information on training programs, activities and materials for families outside of the school setting
38. Provide social and emotional learning support for students on a daily basis at the Tier 1 2 and 3 levels
39. Provide teachers with consultation and support their work with students
40. Speak with parents of students who are struggling throughout the day - by phone or in person
41. Participate in the Threat Assessment Team Process
42. Meet with new students and parents to assist in their transition and provide support
43. Adheres to laws, policies, procedures and ethical standards of the school counseling profession
44. Assist students and parents with the secondary school course selection process according to specific state credit and graduation requirements and student needs and interests
45. Interprets cognitive, aptitude and achievement tests and assists in the development of appropriate educational interventions
46. Maintaining professional skills through reading of current literature, professional membership and attendance at conferences/workshops as appropriate.

This job description in no way states or implies that these are the only duties to be performed by this position. The School Counselor will be required to follow any other instructions and to perform any other related duties as assigned by district administration or the Board of Education.