

Eastford School District
Eastford, CT
School Counselor

Qualifications: A certificate for the position as required by the State Department of Education

General Description/Goal: The school counselor addresses all students' academic, career and personal/social development needs by designing, implementing, evaluating and enhancing a school counseling program that promotes and enhances school success.

Supervised by: Principal and Pupil Services Director

Duties And Responsibilities:

PLANNING AND DEVELOPMENT OF GUIDANCE PROGRAM:

1. Deliver a planned, proactive guidance curriculum for grades preschool through eight—provide a variety of group activities designed to be developmental and preventive in nature.
2. Assist all students in successfully making transitions.
3. Provide consultative services to students and their parents on matters relating to school achievement.
4. Support the academic, social-emotional, college and career development for ALL students.

COUNSELING:

1. Provide individual and group counseling for students who are experiencing difficulties in achievement, self-esteem, peer interactions and relationships.
2. Provide crisis intervention to students who are in a high-risk situation, experiencing stress and pressures, or are undergoing crisis.
3. Model and promote non-judgmental acceptance of students and the resolution of personal, emotional and social problems that interfere with students' adjustment to school and their capacity to experience the fullest benefits of education.
4. Implement an appropriate counseling referral system so that students, parents and staff members know how to access needed services.

ADVOCACY:

1. Mediate and advocate on behalf of students with peers, families, school staff and

- community members/agencies.
2. Assist families to understand their children's educational needs and connect them to resources available within the school and in the community.
 3. Collaborate with other staff members in the development and implementation of group and individual preventive models.
 4. Strive to eliminate all barriers to learning.
 5. Serve as District Title IX Coordinator.

STUDENT APPRAISAL AND RECORD KEEPING

1. Use data to inform interventions; assist others in determining how to collect and analyze data.
2. Obtain releases and consents for students who receive ongoing counseling services.
3. Maintain a system of written documentation of services—including Medicaid eligible services.
4. Complete required reports in a timely and accurate manner.

EDUCATIONAL PLANNING

1. Provide individual planning services for all students; assist with setting goals for school achievement and career preparation.
2. Assist in the development of Individual Educational Plans for identified special education students.
3. Collaborate and consult with professional and paraprofessional staff in assessing student needs and designing strategies and behavioral plans to support individuals.
4. Coordinate with the eighth grade advisor and principal to assist with high school choices and decision making process for eighth grade students—meet with each eighth grade student individually regarding their high school options and choices no later than December 15.

SCHOOLWIDE INVOLVEMENT

1. Serve as safe school climate specialist—provide bullying forms and assist the principal in investigating claims of bullying.
2. Assist the principal and RTI team in interpreting schoolwide academic achievement data.
3. Participate in school-based meetings as appropriate—PPTs, Student Assistance Team, LPC, RTI/SRBI Team, etc.
4. Coordinate programs such as PALS and LPC: identify “at risk” students and ensure that programming is tailored to specific needs of students.
5. Supervise Child Associate in the PALS (Playing and Learning Support) program, which may be affiliated with the PMHP (Primary Mental Health Program) grant.
6. Coordinate and support school-wide violence prevention programs such as *Second Step*.
7. Oversee programs that may require students to take courses online—may include Algebra and Johns Hopkins Talent Search .
8. Comply with any requests from administrators.