

**JOB DESCRIPTION**

**ADMINISTRATIVE REGULATION GCA-R GRADES 9-12 SCHOOL COUNSELOR**

**Fairhaven School Counseling**

**SCHOOL COUNSELOR**

**High School (9-12)**

**Job Description**

**PRIMARY FUNCTION**

Counselors work together in partnership with the families and community at large to promote the ongoing development of each student's academic, personal/social, and career potential. The goal of counseling is to take a proactive and preventative approach when possible, but also to work with students to resolve current issues that impact personal growth and achievement. Through a comprehensive preK-12 counseling program that is developmentally appropriate, counselors assist all students in realizing their abilities, interest, and goals as they transition through the educational process to become successful members of society and life-long learners.

**RESPONSIBILITIES**

**1. Plan, Organize and Deliver the School Counseling Curriculum:**

- Develop school counseling curriculum using the ASCA National Standards, Massachusetts Career Development Education Benchmarks, MA Frameworks, and school-wide 21<sup>st</sup> Century Skills;
- Deliver the school counseling curriculum through grade-level seminars using a variety of modalities;
- Deliver other counseling activities and programs to support the school community.

**2. Provide Individual Student Planning activities:**

- Guide and counsel students in their development of a plan that encompasses academic, college/career, and personal/social life goals;
- Provide academic counseling; advise students on course selection and academic program planning, provide strategies for academic success; and identify and assist students experiencing academic difficulties;
- Assist students in making a smooth transition to high school;
- Support orientation activities for incoming students and their parents in collaboration with administration, school staff, and the sending middle schools
- Inform students and parents/guardians of standardized testing opportunities and their implications for post-secondary planning;
- Assist students in exploring college and career opportunities in relation to their strengths and interests;
- Provide resources and information to assist in career exploration, college planning, financial aid, job opportunities and summer enrichment.

**3. Provide Responsive Services by facilitating small groups and counseling individuals with specific needs:**

- Counsel students individually or in small groups;
- Provide individual assistance to students regarding the academic, college/career and personal/social needs;
- Conduct structured, goal-oriented counseling sessions to meet the identified short-term need of individuals and groups of students. Session topics may include self-concept, academic issues, attendance and behavior patterns, conflict resolution, family issues, child abuse, substance abuse prevention, and suicide prevention and intervention.
- Deliver prevention, intervention, and crisis management services for students.

**4. Consult and collaborate with teachers, staff, and parents/guardians in understanding and meeting the developmental needs of students:**

- Participate in consultations with administrators, teachers, parents and others to enhance their work with students;
- Conduct and facilitate conferences with teachers, students and parents;
- Conduct or provide opportunities for parent education programs;
- Assist families in addressing school-related problems and issues.

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**5. Refer students with critical needs, in consultation with their parents/guardians, to appropriate community resources:**

- Consult and coordinate with in-district professionals such as school psychologists, social workers, nurses and administrators; and community-based resources such as outside counselors, service agencies, and physicians.

**6. Provide Systems Support by participating in activities which contribute to the effective delivery of the school counseling program within the school:**

- Cooperate and collaborate with other professionals in enhancing the education of students;
- Establish and maintain effective relationships with instructional departments and administrators;
- Communicate with administrators, teachers and staff, students, parents, and the community regarding the school counseling program and its role in the educational program;
- Participate as a team member in school-level and district Fairhaven School Counseling committees.

**7. Plan, implement, evaluate, and revise the school counseling program:**

- Review the school counseling program annually with other district counselors and administrators;
- Using program evaluation tools, analyze data and modify the program components as needed to improve student success;
- Establish a planning calendar for counseling program activities.

**8. Pursue professional growth and participate in professional development.**

- Attend state and local professional development programs;
- Attend relevant workshops and conferences
- Attend District School Counselor meetings;
- Collaborate with colleagues.

**QUALIFICATIONS**

1. Master's Degree in Counseling or related degree;
2. Valid Massachusetts Support Personnel License: School Guidance Counselor (5-12)
3. Experience delivering services under the MA Model for Comprehensive School Counseling Programs (ASCA model) preferred;
4. Previous school counseling experience at the high school level preferred.
5. The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**REPORTS TO**

Building Principal

S.C. Received: October 24, 2012