



Fort Cherry School District

Job Description

- Title:** School Counselor-Junior/Senior High School (7-12)
- Overview:** Employee shall help all students develop skills in the areas of personal/social growth, educational planning, and career/vocational development
- Reports to:** Director of Pupil Services/Building Principal
- Supervises:** N/A
- Coordinates with:** All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Act as liaison for all new students to the building, including:
 - Communicating academic and bus schedules at new student orientations.
 - Communicating academic and bus schedules upon student enrollment.
 - Develop new student schedules within 24 hours of notice from the District Enrollment Office.
2. Hold academic/transition scheduling meetings yearly with every student and his/her parent.
3. Act as the building lead for career and college readiness.
4. Analyze and interpret student performance data (PSSA, Keystone, PVAAS, attendance, behavior/discipline) to make recommendations for continuous system performance and improvement of individual student achievement.
5. Engage parents and students regarding the use of online systems such as Naviance, College Board, Sapphire, Schoology, AP Classroom.
6. Conducts appropriate assessments; matches student needs to service delivery and programming.
7. Deliver services to students relevant to their academic, career, and personal needs and interests.

8. Implement and supervise the school testing program, including all state-mandated testing, PSSA/Keystone, NOCTI/NIMS, Advanced Placement, PSAT, SAT, ACT.
9. Serve as a member of the school acceleration committee.
10. Collect, disseminate and maintain students' permanent academic folders
11. Promote a school climate that values equity, inclusion, and high standards for academic, social-emotional, and career development.
12. Demonstrate effectiveness in removing barriers and closing gaps for underserved populations.
13. At the direction of the building principal, assist in the development of the school master schedule, as appropriate
14. At the direction of the building principal, assist in the development of student daily academic schedules, as appropriate
15. Maintain School Counseling website and digital signage.
16. Compile class lists and update students' folders and records cards
17. Assist teachers in completing and processing student referrals
18. Schedule appointments for parent conferences to meet student needs (i.e. academic/behavioral issues, student transitions, data review, crisis issues, etc.)
19. Assist the placement of students recommended for special education programs
20. Participate in student IEP and GIEP Meetings, as appropriate, particularly for those of transition age.
21. Participate in the Student Assistance Program (SAP), Positive Behavioral Interventions and Supports (PBIS), and Multi-Tiered Systems of Support (MTSS) program teams.
22. Participate as a member of the School's Crisis Management Team
23. Assist in the development of grade level/content student courses and programs

24. Counsel students, as needed
25. Participate on school and district committees, as appropriate
26. Maintain an updated resource library for use by parents, students, and teachers
27. Document student and parent contact as per District directives
28. Participate in teacher training, as appropriate
29. Act as a liaison in dealing with the student and parents with the objective of a correlation in the counseling process involving the school, home, and outside agencies, which may include home visits and attending counseling with parents for a student at a private agency when requested
30. Lead and facilitate orientation programs for all incoming 7th grade students and all new students and parents.
31. Remain current in practice of counseling
32. Provide information to outside agencies with appropriate releases, as directed.
33. Participate in student transitions to the various school levels
34. Assist in managing the Career Pathways Program requirements, as appropriate
35. Assist in student activities (i.e. National Honor Society, etc.), as appropriate
36. Lead the development and revision of the District's School Counseling Plan
37. Assist in student graduation, as appropriate
38. Participate in other building level activities, deemed appropriate by the administration
39. Meet all state requirements for maintaining an active and valid certification (i.e. Continuing Education/Clearances) Communicate effectively with all members of the District and Community
40. React to change productively and handle other tasks as assigned

41. Maintain confidentiality according to local policy and law
42. Support the mission, vision, and belief statements of the District
43. Any other responsibilities/duties assigned by the Superintendent/Building Principal/Director of Pupil Services

Qualifications and Skills:

- Bachelor's Degree (Master's preferred)
- Active PA teaching certificate appropriate for position
- Preferred experience in a high school setting.
- Demonstrate an average working knowledge of technology, including, but not limited to Google Apps, Microsoft Office, Schoology LMS, Sapphire SIS, OnHands, and Naviance, used by the District
- Student Assistance Program trained (or willingness to complete Student Assistance Program training as a condition of employment)
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent/Building Principal

Terms of Employment:

Employment obligations will be defined in the Professional Educator Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement