



Fort Cherry School District

Job Description

- Title:** School Counselor-Elementary (K-6)
- Overview:** Employee shall help all students develop skills in the areas of personal/social growth, educational planning, and career/vocational development
- Reports to:** Building Principal
- Supervises:** NA
- Coordinates with:** All Administrative and Supervisory Personnel of the School District
All Employees of the School District either directly or indirectly

Essential Duties:

1. Implement daily social emotional learning lessons
2. Organize and facilitate small group counseling sessions which meet the needs of students as expressed by principal, teachers, parents, and students
3. Individual mediation of student(s) dependent on needs
4. Participate in student IEP and GIEP Meetings, as appropriate
5. Participate in SAP and/or ESAP/IST
6. Participate as a member of the School's Crisis Management Team
7. Implement and supervise the school testing program
8. Support services including parent conferencing, staff consultation, and community mental health referrals

9. Assist with student registration throughout the school year
10. Assist with student attendance, truancy, and at risk planning
11. Assist with master schedule through District database and in the development of student daily academic schedules, as appropriate
12. Assist teachers in completing and processing student referrals
13. Schedule appointments for parent conferences to meet student needs (i.e. academic/behavioral issues, student transitions, data review, crisis issues, etc.)
14. Assist the placement of students recommended for special education programs
15. 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
16. Develop a resource library for use by teachers, students, and parents
17. Participate on school and district committees, as appropriate
18. Maintain an updated resource library for use by parents, students, and teachers
19. Oversee orientation program for new students and parents
20. Attend seminars and workshops dealing with all aspects of student life skills in order to provide the staff with as much current information as possible
21. Participate in student transitions to the various school levels
22. Assist in managing the Career Pathways Program requirements, as appropriate
23. Assist in student activities (i.e. Six Grade Graduation, Middle School Transition, Kindergarten Orientation, etc.), as appropriate
24. Participate in the development and revision of the District's School Counseling Plan

25. Participate in other building level activities, deemed appropriate by the administration
26. 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
27. React to change productively and handle other tasks as assigned
28. Maintain confidentiality
29. Support the mission, vision, and belief statements of the District
30. Any other responsibilities assigned by the Superintendent/Building Principal/Director of Pupil Services

Qualifications and Skills:

- Bachelor's Degree, active PA teaching certificate appropriate for position
- Demonstrate an average working knowledge of technology used by the District
- 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