

Position: School Counselor**School:** New Frontiers Public Schools**Supervisor:** School Principal**Number of days to be worked:** 197**Primary Role and Purpose:**

Work with school faculty, staff, students, parents, and community to plan, implement and evaluate a comprehensive developmental guidance and counseling program. Counsel students to fully develop each student's academic, career, personal and social abilities, and address the needs of special population students.

Education:

- Bachelor's Degree from an accredited school
- Master's Degree in counseling
- School Counselor Certification or Licensed Professional Counselor

Experience:

- Minimum of 2 years counseling experience preferred

Skills:

- Knowledge of child development
- Capable of instructing students and managing their behavior
- Exceptional organizational, communication and interpersonal skills

Responsibilities and Duties:

- Develop, deliver, evaluate and revise the school counseling program
- Assist students in the areas of academic, social behavioral, and emotional development
- Provide individual and small group educational and career counseling to students when needed
- Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students in the school setting
- Make appropriate referrals of students and parents to outside agencies
- Participate in activities that contribute to the effective operation of the school
- Promote a district-wide college-going culture
- McKinney-Vento Liaison
- Serve as the Homeless and Foster Care Liaison
- Serve as the Safe and Supportive Schools Designee
- Conduct Threat Assessment cases
- Act as Title IX Coordinator
- Oversee the Parental Involvement Program
- Work with administration to ensure a safe and bully-free environment for all students
- Teach campus developmental guidance curriculum consistent with district's guidance program plan and tailored to campus needs
- Assist teachers in the teaching of guidance-related curriculum
- Oversee and/or coordinate the required training of staff involving parental involvement, child abuse, sexual abuse and suicide prevention, mental health
- Assist administration to provide direct student training on topics related to their overall health and safety to include: drug/alcohol education and prevention; sexual harassment; bullying; dating violence
- Assist with other duties, as assigned

Growth and Development

- Help students assess and enhance their study methods and habits
- Coordinate and manage extracurricular duties as assigned
- Sponsor outside activities approved by the school principal

- Serve as an example for students and support the mission of the Charter

Communication

- Establish communication rapport with parents, students, principals, and teachers through conferences
- Create and maintain a professional relationship with colleagues, students, parents, and community members
- Present information accurately through clear communication skills

Professional

- Enrich job skills through professional development activities
- Adhere to ethical standards and best practices of state and national school counselor associations
- Committee participation

Other

- Gather, manage and file all reports, records and other documents required
- Be active in faculty meeting and assist in staff committees, as necessary

Additional Job-Related Duties:

- Maintain control in stressful situations
- Extended hours may be required
- Must be punctual and maintain an excellent attendance record
- Some lifting may be required
- Member of at least one campus/district level committee
- Attend Parent and Teacher Organization (PTO) and Board meetings, as needed
- Performs other duties as assigned

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resources Signature: _____

Date: _____

Employee Signature: _____

Date: _____