

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

SCHOOL COUNSELOR

QUALIFICATIONS:

1. Master's Degree in School Counseling
2. Certification as required by the State Department of Education

REPORTS TO: Building Administrator

JOB GOAL: To meet the developmental needs of students by supporting their academic achievement, and social/emotional development.

PERFORMANCE RESPONSIBILITIES:

1. Provides short term individual and small group counseling services and guidance for students with needs affecting their success at school.
2. Ensures that appropriate and effective referral process to the school counselor is in place.
3. Provides orientation and coordination for students transitioning in and/or out of school.
4. Consults with teachers, administrators and parents in regard to student needs.
5. Advocates for students in appropriate meetings, i.e., IEP/504 meetings, committee meetings, building meetings, etc. as necessary.
6. Participates in the identification of at-risk students and the planning and delivery of services to address their needs, providing alternative programming as needed.
7. Makes referrals to outside agencies when necessary and serves as in-school liaison for referred students when appropriate.
8. Advises and provides feedback on academic planning.
9. Maintains involvement in professional development activities such as workshops, conferences, courses and professional organization memberships.
10. Advocates for school-wide improvements that address the needs of students.
11. Collaborates with teachers, parents and administrators for student achievement and success.
12. Maintains case management for 504 students.
13. Responds to students in crisis, as needed.
14. Participates in appropriate meetings as necessary.
15. Develops and implements curriculum that reflects the developmental needs of students.
16. Performs such other duties and responsibilities as assigned by the Building Administrator and/or Superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures establishes by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: Salary and work year determined by Teachers' Contract

EVALUATION: Performance of this job will be evaluated in accordance with this document and assessment of goals

History: Approved: 06/19/2002, 01/16/13

Approved: January 20, 2021