

**NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

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JOB TITLE: SCHOOL COUNSELOR

Job Purpose Statement/s: Under the general direction of the school principal and the Director of Student Support Services, provides pupil personnel services at the school site and maintains liaison with other student services personnel to school.

Essential Job Functions:

- **Provides** on-site counseling to students and parents, including individual, group and crisis counseling.
- **Assists** students in making appropriate decisions relative to school programs and their relationships with peers, school staff and family.
- **Provides** assistance to teachers in the interpretation of abilities and needs of individual students.
- **Makes** preliminary evaluation of the problems of pupils referred and, if necessary, requests services of appropriate personnel in dealing with these problems.
- **Refers** students for individual testing through appropriate channels. Counsels with parents concerning pupil data and school programs.
- **Consults**, as needed, with other agencies, both public and private, regarding individual cases.
- **Makes** recommendations in cases of exemption, non-promotion, acceleration, class assignment or other situations upon request.
- **Serves** as a member of the Individualized Education Plan (IEP) team, if requested.
- **Coordinates** Student Study Team meetings and support groups.
- **Orients** new students and their parents to the school program and the various guidance services available.
- **Provides** assistance to teachers in planning and conducting parent-teacher conferences upon request.
- **Provides** parent education sessions.

Other Job Functions:

- **Perform** related duties as assigned.

Job Requirement – Qualifications

- **Skills, Knowledge and /or Abilities Required:**

Skills to work effectively with students and parents; provide emotional/behavioral support for students to enhance academic performance; provide individual and small group counseling for referred students; provide training for parents and community members as needed.

Knowledge of curriculum, education and child and welfare codes, district policies.

Abilities to establish and maintain cooperative and effective working relationships with children; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; plan and organize work; stand and walk for prolonged periods perform a variety of specialized and responsible tasks, maintain records establish and maintain cooperative working relationships with students, parents, and other school personnel, and meet scheduling deadlines.

- **Licenses, Certifications, Bonding and/or Testing Required:** Pupil Personnel Services (PPS) Credential, Criminal Justice Fingerprint Clearance.