



JOB DESCRIPTION

Counselor – Long Term Substitute

SUMMARY

Serves as School Counselor. Counsel students in assigned grades on the academic, college/career and personal/social domains. Approves schedules for students and translates transcripts from other schools to ensure students are working toward appropriate credits for graduating. Works an 11-month schedule and works in the central office three days per week, two days from home. In such cases, must work from Ohio home residence and maintain a minimum 512K broad-band connection.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Advocacy:

- Refers students to placement services, *i.e.*, medical, special education, psychiatric, and other tests and examinations that may disclose causes of difficulties and indicate remedial measures
- Counsel students whose behavior, school progress, social or emotional problems or mental or physical handicap or condition indicates need for assistance
- Consults with parents, teachers, and other school personnel regarding students or situations that are not referred for direct service
- Mediates issues between students, parents, and teachers
- Serves as liaison between student, home, school, and community resources such as family service agencies, courts, protective services, doctors, and clergy members
- Researches and obtains authorization for appropriate supplemental web sites to address various student needs.

Monitoring student progress:

- Recommends change of class, program, LIFT, or other intervention to enhance academic success
- Discusses and reports pupils' academic and behavioral attitudes and achievements with parents through phone, face-to-face conferences and e-mail
- Communicates with students and parents on a regular and timely basis to motivate student engagement and academic achievement; maintains contact log of communication
- Meets with school administrators to review student academic achievement
- Collects, organizes, and analyzes information about students through records, tests, interviews, surveys, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for educational planning and statistical purposes
- Compiles and studies occupational, educational, and economic information to aid students in making and carrying out educational and college objectives
- Monitors student participation and progress in on-line curriculum, and provides regular feedback within 24-48 hours
- Provides regular feedback regarding student progress and participation to parents and approved outside sources as requested.

- Reviews previous coursework and schedules students within 24 hours of enrollment. Communicates with teachers concerning class schedules as needed.

Leadership and Collaboration:

- Attends regional parent/teacher conferences, teacher convocation, in-services and graduation. Participates in open house events
- Participates in work teams and assists in the mentorship of peer counselors.
- Collaborates with DEC to help establish appropriate goals for future planning in the IEP process
- Collaborates with teachers on student scheduling and class engagement.
- Engages in professional development activities to enhance counselor's knowledge
- Participates in work teams and assists in the mentorship of peer counselors.
- Encourage a culture of post-secondary education through web-ex sessions and family night presentations

Additional Duties and Responsibilities specific to K-8 Counselors

- Develops and maintains an age-appropriate classroom guidance curriculum that addresses the academic, personal/social and career needs of students.
- Maintains counselor classroom in iQity, and provides updated information on groups and other activities offered by the counselor during a given time.
- Identifies needs within student population and facilitates group counseling or informational sessions to address those needs.
- Schedules and monitors threaded discussions to create student interaction on a regular basis as required.
- Provide and monitor small group counseling or lunch bunches on specific topics.

Additional Duties and Responsibilities specific to High School Counselors

- Reviews classes previously taken and contacts student in order to schedule classes and create a graduation plan
- Assists students in creating a career plan to enter the world of work after high school.
- Assists student in locating employment, volunteer, internship or job shadowing opportunities.
- Provides students with regular career planning information and updates.
- Provides information on community colleges, FAFSA, financial aid, scholarships and application processes.

Additional Duties and Responsibilities specific to Graduation Counselors

- Create more information driven help sessions/messages on the College application process/deadlines, graduation requirements, ACT/SAT deadlines and registration, and Scholarship deadlines
- Continue with letters of recommendation, transcripts and get more involved in the Scholarship process
- Continue to do weekly checks on students to ensure they are on track to graduate
- Continue to work with non-college bound students on finalizing post high school plan

Leadership and Collaboration Responsibilities specific to High School and Graduation Counselors:

- Engages in professional development activities to enhance counselor's knowledge of college admissions, FASFA and other related topics
- Create clear expectations for course work while on the college planning pathway
- Researches and obtains authorization for appropriate supplemental web sites to compile a data warehouse of college and scholarship information
- Assists in the planning of career fairs and other activities for students to motivate toward academic achievement and success in the world of work.
- Integrate and advertise all extracurricular activities that will encourage academic or personal growth for students; i.e., Ohio Business Week, HOBY, NHS, Model UN, etc.
- Ensure a positive, smooth transition into their Senior Year
- Collaborate with 9-11 Counselors to ensure students continue to focus on career goals and planning
- Work as a team to have quarterly newsletters go out to seniors through the mail, post in classroom and messaging center with Events, approaching deadlines, scholarship information, ACT/SAT information, College Goal Sunday, WebEx session that will be available. (Graduation Counselors)

SUPERVISORY RESPONSIBILITIES

Manager of Office/Function or Trainer/Possesses authority/Confidential

EDUCATION and/or EXPERIENCE

Master's degree and equivalent related experience.

INTERPERSONAL SKILLS

Proven ability to effectively relate to people with a variety of educational backgrounds and communication skills.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

The employee must use judgment and ingenuity in interpreting broad and developing applications to specific areas of work. The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. The work product or service affects company-wide or the well-being of substantial number of people activities.

CERTIFICATES, LICENSES, REGISTRATIONS

School counselor license as issued by the Ohio Department of Education.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.