

HARMONY AREA SCHOOL DISTRICT

TITLE: K-12 Guidance Counselor **DATE: EFFECTIVE June 1, 2015**
Full-time 9-month (184 days)

REPORTS TO: Building Principal(s) **BOARD APPROVED:**

JOB SUMMARY: To provide developmentally appropriate counseling services as an integral part of maximizing student achievement in the areas of personal, social, academic, and career development in a continuous and consistent manner, in partnership with the teaching staff, the administration, families, and the community.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Provide leadership for the comprehensive guidance program content in a systematic way to all students
2. Provide prevention, intervention and responsive services to groups of students and/or individuals (implement/coordinate services specific to students as prescribed in IEP's and 504 plans).
3. Conduct individual student academic, behavioral and occupational planning, decision making, goal setting and preparing for transitions.
4. Respond to and define crisis situations and serve as liaison between school and community resources.
5. Consult and communicate with staff, families and the community on issues concerning student needs in accordance to the District Comprehensive Plan and the District Guidance 339 plan.
6. Maintain, secure and disseminate student records in accordance with district, state and federal policy and regulation
7. Promote a positive environment within the school and the community to include program delivery, staff and school support activities and services.
8. Facilitate the SAP (Student Assistance Program) and report to the District Data team to address students' academic and behavioral needs and collect data as needed (attendance, discipline, etc.).
9. Coordinate placement and orientation activities for students as they enter as 7th graders and as they transition between levels or programs.
10. Serve as the district coordinator for student assessments and achievement (including all state required testing, college placement testing and graduation requirements).
11. Assist in the process of delivering career awareness activities, career planning and decision making.
12. Act as a leader, student advocate, collaborator for the student and counseling program and an agent of systematic change.
13. Schedules to meet with every student (grades 4-9) at least one time per year formally to provide college, career and general counseling, for students in grades 10-12 a minimum of three times per year.
14. Oversee and facilitate the local scholarship committee and awards program.
15. Coordinate programs for homeless students.

OTHER DUTIES:

1. Facilitate placement of students
2. Provide resources to staff and families on issues relating to child development and other issues within the counselor's area of expertise
3. Facilitate parent meetings, to include team meetings, orientation, and Back to School night
4. Utilize technology resources to increase the efficiency of program delivery.

5. Interpret results of standardized assessment instruments as needed.
6. Coordinate the homebound instruction and the district's cyber-school process for individual students.
7. Assume other duties consistent with school counselor role as may be assigned by the administration, but not to interfere with the performance of this role nor to be placed in a disciplinary role.
8. Participate in district planning and development committees such as district comprehensive planning, curriculum development and/or program evaluation.

QUALIFICATIONS: Pennsylvania Certification as School Counselor
Master's Degree in Counseling from accredited
Institution of higher education

PHYSICAL DEMANDS:

1. Stand for extended periods of time
2. Sit for extended periods of time
3. Bend, stoop, twist, reach, grasp, pull, push, climb, squat, kneel, etc.
4. Use hand strength to handle objects, tools, or controls
5. Perform light lifting
6. Have the manual dexterity to prepare documents and use office equipment
7. Perform repetitive movement of fingers and hands for keyboarding
8. Climb/descend full flight of stairs

SENSORY ABILITIES:

1. Visual acuity to read
2. Visual, verbal, and hearing acuity to interact with others
3. Communicate effectively with others
4. Appropriate language
5. Proper manners

WORK ENVIRONMENT:

1. Function in a variety of conditions
2. Primarily work indoors
3. Perform in a noisy environment
4. Maintain a safe and sanitary environment
5. Follow safe practices and procedures.

TEMPERMENT:

1. Work in a collaborative team environment
2. Work in a cooperative, congenial manner and be service-oriented
3. Work in an environment with frequent interruptions
4. Work under various pressures
5. Effectively work with people of various ages
6. Be patient, mature, and caring with others

COGNITIVE ABILITY:

1. Follow written and verbal directions
2. Perform independently within the limits of assigned responsibility
3. Independently make work-related decisions
4. Organize and manage their work area
5. Handle stressful situations with others
6. Give instructions to others
7. Be self-motivated
8. Manage and prioritize multiple tasks effectively
9. Assess how others can benefit from your help
10. Use correct grammar, sentence structure, and spelling
11. Use written communication effectively
12. Perform mathematical computations
13. Be flexible in dealing with other

SPECIFIC SKILLS:

1. Learn and use new technology effectively
2. Implement change
3. Appropriately handle confidential information
4. Use leadership skills and managerial skills
5. Legally operate motor vehicles
6. Schedule and perform routine operations
7. Handle routine and emergency situations effectively
8. Follow a time schedule

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of the LEA.