

Position title:	<i>School Counselor</i>
Reports to:	<i>Principal</i>
Employment category:	<i>Full-time/10-Month/Salaried</i>
FLSA status:	<i>Exempt</i>
Salary	<i>Teacher Scale plus stipend for role as Homeless Liaison</i>

Position Summary

The School Counselor provides guidance and counseling to students, helping students to overcome any problems that impede learning and social growth. Support services will include: referrals, assessments, counseling and report writing.

Responsibilities

Student Counseling and Support

- Provides direct support services to individual students, small groups and classrooms
- Works with students on an individual or small group basis in the solution of personal problems as related to peers, home and family, health and emotional adjustment, with a focus on increased personal growth, self-understanding and maturity
- Completes needs assessments , referrals and counseling with students and families
- Develops and maintains family outreach programs and community partnerships
- Manages school's crisis intervention and response team
- Assists students, staff and parents in understanding student aptitudes and abilities through discussions focused on individual standardized test scores, student work samples and other pertinent data, and collaborates in developing the student' educational plans
- Conducts interviews with new families to establish rapport and gain insights about parent concerns and students interests
- Maintains communications with administration, faculty and parents so as to better meet the needs of each student
- Maintains student confidentiality and respectful communication with students' families and caregivers
- Other duties, as required

Guidance

- Implements, directs and coordinates the in-class guidance program for students
- Assists the Director of School Culture with the high school application process, including parent workshops, transcript creation, high school visits, essay support, recommendations, public relations with schools, and coordination of trips and in-house visits.

Compliance

- Serves as the school's Homeless Liaison
- Manages compliance with McKinney Vento Act
- Manages compliance with Safe2Say
- Manages student Career Ready PA documentation, coordinating with the PIMS administrator to ensure timely and accurate state reporting
- Maintains accurate documentation of of crisis response cases, coordinating with the PIMS administrator to ensure timely and accurate state and federal reporting

School-wide Executive Management

- Works collaboratively as a member of the Administrative Council to model professional leadership and guidance for the entire school and to provide objective, data-driven and mission-centered department perspective to executive-level decision-making

Qualifications

- Pennsylvania School Counselor Certification is required
- Understanding of and support for FACTS' mission is required
- Demonstrated knowledge of the principles, practices and theories of individual and group counseling and the current techniques and trends in counseling and guidance at the elementary and middle level required
- Ability to provide school based counseling and guidance on an individual and group basis, using common sense and sound judgment in dealing with sensitive or personal problems is required
- Strong familiarity with and ability to follow all laws and regulations related to Student Confidentiality and Student Rights is required
- Experience with crisis intervention is required
- Ability to practice de-escalation techniques as appropriate with students and families is required
- Sincere concern and affection for students and parents is required
- Genuine desire to work cooperatively with colleagues and the capacity to work effectively with diverse populations is required
- Successful relevant social work experience in an urban school setting is preferred
- Fluency in another language in addition to English is preferred

Working conditions

The working conditions of a School Counselor include:

- Very high levels of social interaction, with daily and consistent work with children, parents, and teachers.
- Communicating with people face-to-face on a daily basis, as well as communication through phone, e-mail, letters, and memos.
- Working very near others, within a few feet or less, which may result in exposure to diseases and infections, such as colds and influenza.
- Exposure to loud sounds and high noise levels on a regular basis.
- Responsibility for the health and safety of the children in their school.
- Being placed in conflict situations where parents and students might become angry or unpleasant.
- Working as part of a team of educators.
- Occasionally required to work outside of school hours with Principal and/or ED handling student crisis situations

Physical requirements

School Counselors are regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

Direct reports

N/A

Approved by:	FACTS Human Resources
Date approved:	5/26/2022
Reviewed:	