

## School Counselor Job Description

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**REPORTS TO:** Principal

**Length of Assignment:** 9 months

**Tour of Duty:** 7:30am – 4:00pm., Monday through Friday, except Legal Discontinuance days as designated on the school calendar and approved by the Board of Directors of Isna Wica Owayawa/Loneman School. Tour of duty begins and ends as stated on school year contracts

**Employment Status:** Salary/Non-Exempt

**Primary Purpose:**

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career and personal/social development for all students. Elementary school years set the tone for developing the knowledge, attitudes and skill necessary for children to become healthy, competent and confident learners. Through a comprehensive developmental school counseling program, school counselors work as a team with the school staff, parents and the community to create a caring climate and atmosphere. By providing education, prevention, early identification and intervention, school counselors can help all children achieve academic success.

**Responsibilities:**

Duties of this job include, but are not limited to:

- A. Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.
- B. Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- C. Incorporates into their programs the life skills that students need to be successful in the twenty-first century.
- D. Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- E. Accurately and appropriately interprets and utilizes student data.
- F. Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.
- G. Provides individual and group counseling to students with identified concerns and needs
- H. Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community/resources regarding students with identified concerns and needs.
- I. Implements an effective referral and follow-up process.

- J. Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
- K. Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.
- L. Participates in all professional development activities to improve knowledge and skills.
- M. Provides home visits as needed.
- N. Participates in all grade level/grade cluster/IEP teacher meetings.
- O. Adheres to laws, policies, procedures and ethical standards of the counseling program.
- P. Conducts a yearly program audit to review extent of program implementations and effectiveness.
- Q. Provide weekly class presentations in the areas of:
  - Multicultural/diversity awareness
  - Bullying prevention and awareness
  - Career awareness, exploration and planning
  - Character Education
  - Communication, problem –solving and conflict resolution
  - Peer relationships, coping strategies and effective social skills
  - Goal setting/decision making
  - Transition plans
  - Crisis intervention
  - Anger Management, Changing Families, Grief, Self-Esteem, Social Skills
  - At-risk Identification
  - Homework Help
- R. Shall maintain a positive level of attitude and rapport with all personnel and community members.
- S. Demonstrates regular attendance and punctuality.
- T. Other duties as assigned
- U. Emphasis Lakota Language with all staff and students school wide.
- V. Performs other related duties, as assigned, for the purpose of ensuring the professional and implementation of the schools mission.
- W. Will be evaluated two (2) times a year by an immediate supervisor. These evaluations will become part of the permanent school file.

**Qualifications:**

- B.A in counseling &/or Master's degree in School Counseling and Guidance as required by the state of South Dakota.
- Knowledge of Native American culture or experience teaching Native American children is preferred
- Must take and pass a Drug/Alcohol test, Background Check and Fingerprinting
- Must possess and maintain obtain a legal driver's license.
- Will participate in Isna Wica Owayawa/Loneman School activities that include the community.