

CASEY-WESTFIELD COMMUNITY UNIT SCHOOL DISTRICT C-4

JOB DESCRIPTION

TITLE: TITLE ONE GUIDANCE COUNSELOR/HOME-SCHOOL COORDINATOR

QUALIFICATIONS: 1. Illinois certification for the specified teaching assignment.  
2. Federal highly qualified requirements for the specified teaching assignment.  
3. Such alternatives to the above qualifications as appropriate and/or acceptable.

REPORTS TO: Building Principal

DUTIES AND RESPONSIBILITIES:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

1. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment, etc.
2. Supervises the K-6 assessment program, including acquisition of materials, proper handling and storage, coordination of testing, disaggregation and interpretation of data, and access to information by staff.
3. Works cooperatively with other staff to plan, implement, and evaluate Family Reading Nights, Volunteer Programs, Parent Meetings and workshops, and other activities which will benefit children and/or their families.
4. Works at the request of the elementary principal with individual students with special needs.
5. Maintains and continually updates a directory of referral services to be utilized in crisis situations affecting students such as suicide threats, alcohol- or drug-induced traumas, and the like.
6. Participates in Regional Office of Education activities as directed.
7. Publishes a monthly newsletter to further communication between home and school.
8. Becomes familiar with public and private agencies that can help with particular problems and assists families in obtaining appropriate help.
9. Assists in planning, monitoring, coordinating, and evaluating activities of parent and community groups.
10. Works with teachers and other staff members, through collaboration meetings and daily interaction, to familiarize them with the general range of services offered and to improve the educational prospects of individual students being counseled.
11. Takes an active role in the School Improvement Process and in interpreting the School Improvement Plan to students, parents, and the community at large.
12. Interprets the guidance program to the community.
13. Demonstrates a respect for the worth, dignity and quality of student rights.

14. Shows a concern for the student's total development including educational, vocational, personal, and social.
15. Assists students in the development of positive habits, attitudes, and values.
16. Treats information received from parents of a counselee in a confidential manner.
17. Demonstrates thorough knowledge of students' backgrounds, cultures, skills, and interests and uses this knowledge to assist students in their planning and goal-setting.
18. Interacts with and among students with warmth and caring, being respectful of the cultural and developmental differences between groups of students.
19. Communicates clearly and accurately to students, both orally and in writing. Communications are appropriate to students' cultures and levels of development.
20. Utilizes a system for maintaining accurate records that is efficient and effective.
21. Communicates frequently with families and successfully engages them in the instructional program, conveying information to families about individual students in a culturally appropriate manner. When necessary, visits students' homes to explain school programs, to reinforce positive attitudes of parents and students toward school, and to learn of any home situations which may have a bearing on students' accomplishments in school.
22. Participates actively in school and district events and projects, and maintains positive and productive relationships with colleagues.
23. Seeks out opportunities for professional development based on individual need.
24. Makes genuine and successful efforts to ensure that all students are well served by the school.
25. Assists the administration and other staff in implementing all policies and rules governing students, including schoolwide planning.
26. Performs other tasks and duties as necessary and assigned by the building principal.

TERMS OF EMPLOYMENT: As specified in teacher contract.

EVALUATION: As per evaluation plan for certified staff.

COMPENSATION: As specified in teacher contract.

Revised September 28, 2011