

Thomas MacLaren School

JOB DESCRIPTION

This document was
last reviewed on
September 27, 2018

Job Title: Lower School Counselor (part-time)

Reports To: Head of Lower School

Supervisory: _____ EMPLOYEES _____ CONTRACT WKRS Eligible for Overtime: No (yes or no) Pay Type: X SALARIED
_____ HOURLY
If no: X PROFESSIONAL _____ EXECUTIVE
_____ ADMINISTRATIVE _____ OTHER

General Purpose: To provide a comprehensive school counseling program that supports MacLaren elementary students in the areas of academic achievement, career and college planning, and social-emotional development in order to help them take part fully in the community of learners that is Thomas MacLaren School.. The Counselor also serves as a consultant to educators, families and community partners.

Essential Duties and Responsibilities:

- Uses the majority of working hours (80%) to provide direct services to students through preventive and responsive services, and uses the remaining time in development and management, system support and accountability.
- Guides, coordinates, and supports other school staff in implementing school-wide advisory programs.
- Uses counseling strategies to establish relationships and collaborate with educators, students, families, and community partners which reflect recognition of and respect for each individual.
- Develops the Lower School counseling program and evaluates the program's impact on the school's instructional goals.
- Utilizes responsive counseling, initiating individual and group sessions for students' academic, social and personal concerns.
- Consults with families and staff to appraise student needs and interests and to discuss appropriate recommendations for educational options.
- Plans, coordinates and provides the classroom guidance sessions to meet the identified guidance and counseling competencies in the areas of academic achievement, career and educational development, and personal and social development to assist students in developing decision-making skills and identifying life goals.
- Assesses student needs and makes referrals to appropriate school resource personnel, social agencies, community agencies and alternative programs.
- Intervenes during crisis situations and participates on school crisis team.
- Collaborates on the development and management of the comprehensive school counseling program with the Head of Lower School, Upper School Mental Health Counselor, and SPED Coordinator.
- Communicates and shares the goals of the comprehensive school counseling program to stakeholders including students, families, and community partners.
- Assists teachers in understanding their students, including providing and interpreting student data.
- Promotes an understanding and appreciation of diverse population and cultures.
- Assists families in obtaining services for their children through an appropriate referral and follow-up process.
- Serves as liaison between social services agencies and school personnel as needed.
- Provides in-service training on topics related to the school counseling program and supporting student achievement
- Strives for continued improvement and professional growth, in the context of the community of learners.
- Communicates clearly, collegially, and regularly with co-workers and the Head of Lower School.
- Confers with parents, teachers, the Head of Lower School and colleagues as necessary regarding student progress.
- Uses oral and written English skillfully and correctly.
- Maintains accurate records.
- Performs other duties as assigned by the Head of Lower School.

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities of this job. It is intended only to be an accurate reflection of the principal job elements.

Minimum Requirements:

Education: Master's Degree from an accredited college or university in
- school guidance and counseling; or

- school social work or school psychology; or
- LPC/LMHC; or
- any comparable counseling degree.

Experience: Demonstrated ability to serve well as Thomas MacLaren Lower School Counselor.

Other knowledge, skills, and abilities:

- Familiarity with Family Education Rights and Privacy Act (FERPA), and ASCA National Standards.
- Love of working with children.
- Love of learning.
- Ability to analyze data to inform work and decision making, analyze and evaluate available data, assess student needs and develop and implement procedures and policies to support student achievement.
- Exhibits patience and kindness towards students.
- Ability to learn Thomas MacLaren School’s student information system (PowerSchool).
- Knowledge of and interest in a wide variety of writings and thought beyond one’s own area of expertise.
- Ability to communicate well with students and parents.
- Ability to communicate effectively, both verbally and in writing, with both young people and adults.
- Demonstrated ability to work in a collaborative environment.
- Willingness to take direction from Head of Lower School.
- Commitment to a diverse population of students and to closing the achievement gap.

Physical Requirements of this position include:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
EXTREME COLD OR HEAT	x		
HEIGHTS	x		
NOISE		x	
DRIVING			x
WALKING/Uneven Surfaces			x
WORKING ALONE		x	
WORK WITH OTHERS			x
MOVING HEAVY ITEMS:	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	Over 30 lb	Over 20 lb	0-20 lb.
LIFTING OVER SHOULDER	Over 30 lb	Over 20 lb	0-20 lb.
REACHING OVER SHLDER	Over 30 lb	Over 20 lb	0-20 lb.
CARRYING	Over 30 lb	Over 20 lb	0-20 lb.
PUSHING/PULLING	Over 30 lb	Over 20 lb	0-20 lb.
PULLING	Over 30 lb	Over 20 lb	0-20 lb.

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near/Far			x
HEARING			x
SPEECH			x
EYE/HAND COORDIN.	x		
TRAVEL:			
Local			x
National	x		
OPERATING MACHINERY:			
COMPUTER			x
COPIER			x
MOUSE			x
TELEPHONE			x
OTHER (please list)			

I have read this job description and understand that it may change at the Executive Director’s discretion. I meet the required qualifications for this position and can perform the essential functions, with or without reasonable accommodation.

Employee's Signature

Date