

## Union Public Schools Job Description

**Position Title:** School Counselor (Pre-K through 12<sup>th</sup> Grade)  
**Department:** Teaching and Learning  
**Reports To:** Building Principal/ Director of Hope, Guidance, Social and Emotional Learning / Coordinator of Counseling Services

**FLSA Designation:** Exempt

**SUMMARY:** Union school counselor job functions include maintaining a professional identity, supporting all PK-12 students in their social and emotional, academic, and college and career development, and being an active school leader who is reflective about their comprehensive school program. The school counselor will provide data-informed and targeted learning experiences to develop the whole child in a diverse society. School counselors will align actions to the mission and vision of the district and their school.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Focus on the academic, college/career, and social and emotional development of all students to identify factors that enhance and impede student success and overall wellbeing.
- Use established and emerging evidence-based counseling theories and techniques that are effective in a school setting to promote academic, social and emotional development, and college/career planning.
- Use the principles of a multi-tiered system of support within the context of a comprehensive school counseling program to provide instruction and interventions matched to student needs.
- Follow and apply the American School Counselor Association Ethical Standards and Principles to demonstrate high standards of integrity, leadership, and professionalism.
- Adhere to the ethical and statutory limits of confidentiality.
- Consult with other education and counseling professionals as needed.
- Conduct and analyze program appraisal and assessment data to develop measurable outcomes for school counseling activities, interventions, and experiences.
- Demonstrate effective management of the comprehensive school counseling program through collaboration with administrators, teachers, parents/guardians, and other staff in the school and district.
- Deliver culturally appropriate and equitable direct and indirect services to all students.
- Advocate on behalf of students.
- Contribute to a caring, positive, hope-centered school culture.
- Use student, school, and district data to identify achievement, attendance, and discipline issues to be addressed through instruction and intervention.
- Utilize district adopted curricula for school counseling lessons.
- Use objectives within the school's comprehensive school counseling program that reflect current knowledge and skills as provided in the Oklahoma Comprehensive School Counseling Framework
- Collaborate with the administrator(s) on school counseling program priorities and activities.
- Responds to crisis situations when appropriate.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Master's degree in school counseling or related field.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Oklahoma Teaching Certificate with School Counseling endorsement.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

**MATHEMATICAL SKILLS:** Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to establish and maintain effective relationships with students, peers, and parents, as well as communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Occasionally the employee will repeat the same hand, arm or finger motion many times. The employee must be able to attend meetings in the evening and at other locations.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is usually quiet.