

- I. TITLE: School Counselor k-8
- II. Qualifications:
 - A. Valid Idaho Pupil Personnel Services with a Standard Counselor K-12.
 - B. Ability to work with students, staff, parents, and the public.
 - C. Such alternatives to the above qualifications as the Administration may find appropriate and acceptable.
- III. REPORTS TO: Building Administrator
- IV. Job Goal: To assist students, in a confidential manner, whose school performance is being negatively impacted due to emotional, behavioral, and/or social difficulties. Additionally, to assist students in making educational, occupational and life plans that hold promise for their personal fulfillment as mature and responsible members of society.
- V. PERFORMANCE RESPONSIBILITIES ALL GRADES:
 - A. Assist students whose school performance is being negatively impacted due to emotional, behavioral, and social concerns. Responsibilities in this area include:
 - Assessing student needs through collection of information and data from classroom teacher, administration, staff, parents and community agencies.
 - Provide needs assessment either formally or informally to team members, parents, and community agencies to provide input and recommendations for services within the school setting and in the community.
 - Provide risk assessments for self harm and/or harm to others.
 - Work closely with Multi-Disciplinary teams including Positive Behavioral Intervention Support (PBIS), grade level teams, and IEP teams.
 - Work closely with Administration and PBIS team to develop an effect check in and out system for students at risk. Provide check in and/or out with assigned students.
 - Maintain fluid and open communication with parents, staff, and/or community to track the progress of student success and modify interventions as needed.
 - Provide individual or small group counseling to students.
 - Maintains appropriate documentation of services including providing documentation within the IEP, quarterly reviews, and weekly notes.
 - Refers students to additional resources as needed.
 - B. Provide crisis intervention. Typical crises that may require counselor support are:
 - Student behavior problems requiring immediate intervention as student as risk harming themselves, others or is AWOL.
 - School related incidents that have had an emotional impact on students or staff. (Examples may include the injury or death of a student or staff member, suicide attempts, bus accidents, school fires, etc.)

- Parents who require immediate intervention or support.
 - Local or world events that have upset students and/or staff.
 - Child protection and law enforcement referrals.
- C. Provide or organize trainings for all staff:
- Suicide and self harm prevention.
 - LGBTQ issues and concerns.
 - Any other topics that Administration requests.
- D. Facilitates positive school climate by organizing:
- Bully Prevention Program such as Green Dot, Second Step and/or any other program approved by Administrator.
 - Actively participating in the PBIS program/PBIS Tier II Co-coordinator
 - Maintaining assigned bulletin boards and informational boards.
- E. Plans the school's counseling program.
- F. Provides information on the counseling and guidance services of the school to students, staff, parents, and the community.
- G. Seeks out opportunities for professional growth.
- H. Maintains high standards of ethical behavior and confidentiality of student information.
- I. Seeks and maintains appropriate supervision.
- J. Performs all other duties as assigned consistent with the responsibilities of a teacher, the Idaho Code of Ethics, and the negotiated contract with accordance with provisions of the negotiated master agreement and board policy.
- VI. PERFORMANCE RESPONSIBILITIES GRADES 6-8.
- A. Educational Plans:
- Organize classroom discussions with 8th grade students regarding career development.
 - Work with students to complete four year plans relevant to the high school they plan to attend the following year.
 - Inform parents of four year plan and encourage them to be engaged in the transition process to high school.
 - Insure four year plans are maintained and transferred to the high school.
- B. Work with local high schools to obtain current graduation requirements and to assist in pre-registration.
- C. Provides academic counseling for students at risk for failure.
- D. Consults with ancillary personnel, teachers, staff, and parents regarding the developmental needs of students.