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|  | **JOB TITLE** | SCHOOL COUNSELOR |
| **REPORTS TO** | PRINCIPAL/DIRECTOR OF COMMUNITY HEALTH & ENGAGEMENT |
| **SALARY SCHEDULE/GRADE** | CERTIFIED |
| **CONTRACTED DAYS AND/OR HOURS** | 186 REGULAR DAYS + EXTENDED DAYS PER EXTENDED EMPLOYMENT SCHEDULE |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 1050 |
| **POSITION CLASSIFICATION** | CERTIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Valid Kentucky certification for school counselor. |
| Have experience working with children in a school setting. |

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| **POSITION SUMMARY** |
| Create experiences that support students’ academic development, career development and social/emotional development; providing a foundation of CARE. |
| Serve as an educational leader of CARE. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Assess students’ needs, situations, and support networks. |
| Implement data driven, evidence-based practices for universal and targeted academic, career and social/emotional forms of CARE. |
| Lead individual, small group and large group counseling that promotes academic and social success. |
| Partner with school leaders to build psychologically safe buildings and classrooms through fostering positive, healthy school climates. |
| Lead school leaders on identification of barriers to student learning and interventions that lead to students’ healthy development. |
| Coach students in exploring interests and setting goals for academic and career success. |
| Lead threat assessment protocols. |
| Lead crisis response and recovery plans that meet the social/emotional needs of developing minds. |
| Consult with staff, families and community partners about the needs and concerns of children. |
| Evaluate and coordinate services from local health partners and mental health agencies to develop community systems of care. |
| Coordinate school wide initiatives in restorative practices. |
| Model and lead health awareness and self-care practices for students and staff. |
| Facilitate student/family referrals to community resources such as behavioral health, child welfare and career development. |
| Monitor and evaluate provided services to demonstrate students’ positive academic, career and social/emotional growth. |
| Foster positive communication between families, students and community agencies; Makes home visits and telephone calls, sends correspondence, and maintains accurate documentation of case folders, maintaining confidentiality. |
| Demonstrate a commitment to professional growth. |
| Connect and partner closely with behavioral and physical health agencies, juvenile justice, community advocacy and protective services. |
| Build relationships and coordinate family and student engagement services. |
| Demonstrate punctuality and regular attendance. |
| Adhere to the Professional Code of Ethics for Kentucky Certified Personnel 16 KAR 1:020 |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of policies, statutes, and regulations related to school counseling programs. |
| Verbal and written communication skills. |
| Interpersonal skills: patience, courtesy, and CARE. |

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| **PHYSICAL DEMANDS** |
| Wide range of physical movement. |
| Use of speech, vision, hearing. |
| Use of hands for simple grasping and fine manipulations. |
| Sitting or standing for extended periods of time. |
| Bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. |
| Indoor and outdoor activity. |