



Camp Hill School District Job Description

Position: Middle School Counselor

Reports to: Middle School Principal

Job Summary

The counselor's role in education is to help students achieve personal, social and academic adjustment through a better understanding and use of their abilities. Involved in the process of self-understanding and the establishment of goals in conjunction with abilities and a realistic plan of achievement of these goals. Academic, personal, and crisis counseling, consultation with other professionals, and coordination of a student's educational program are integral part of the counselor's duties.

Essential Functions

1. Emphasize preventive and developmental counseling to enhance students' personal, social, and academic growth and to provide students with life skills.
2. Advise students regarding graduation requirements, college majors, admission requirements, entrance exams, financial aid, trade or technical schools, and apprenticeship programs related to post-secondary transition goals and planning.
3. Evaluate student education, training, work history, interests, skills, and personality traits to assist with career readiness. Conduct course selection with students and make schedule changes as needed.
4. Provide supports and recommended services for students experiencing both academic and non-academic barriers to their education, including mental health issues, significant life events, substance use and abuse.
5. Participate in a variety of meetings, workshops and seminars, Individual Educational Plan meetings, Child Study Team meetings, and Multidisciplinary Evaluation meetings for the purpose of gathering, conveying and/or sharing information on student needs, service delivery, and educational programs, and/or improving skills and knowledge.
6. Provide instruction and support for individual student differences and collaborate with appropriate professional staff to address individual or group needs and make recommended modifications.
7. Accurately assess student progress and communicate with appropriate staff and/or parents regarding academic progress, special needs and concerns related to students. May include use of test data, inventories, aptitudes, and achievement data. Work with the building principal to process student grades in the SIS and publish report cards, progress reports and the honor roll.
8. Report health and safety issues to appropriate administrator and agencies (suspected child or substance abuse, etc.) for the purpose of maintaining student safety, a positive learning environment and compliance with regulatory requirements and established guidelines.
9. Assist the administration in implementing all policies and/or rules governing student life and conduct, and develop reasonable rules of student behavior and procedures to maintain order in the building in a fair and just manner.
10. Maintain confidentiality regarding student records and classroom affairs as required by law, district policy, and administrative regulation.

11. Comply with regulations and provisions specific to working with exceptional students, including but not limited to Giftedness, IEP's, and Section 504 service contracts.
12. Comply with Title 22 Professional Standards and Practice, mandated reporting, district policies and established building procedures.
13. Conduct age appropriate programs and/or activities in conjunction with classroom curriculum for the purpose of supporting established lesson plans and total counseling program.
14. Ability to communicate effectively with parents, students, community and other staff.
15. Respond to emergency situations for the purpose of ensuring appropriate immediate medical/psychological attention and related follow-up action.
16. Assist with planning and administration of standardized testing including, but not limited to, PSSA and Keystones.

Other Essential Duties

Language Skills: Ability to read, analyze and interpret professional journals, technical procedures or governmental regulations. Capable of writing reports, letters, and other professional correspondence. Provide effective present information and respond to questions from groups of administrators, staff, parents and the general public.

Mathematical Skills: Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Required Skills and Abilities: Ability to apply knowledge of current research and theory to counseling program; ability to plan and implement programs based on division and school objectives and the needs and abilities of students to whom assigned. Establish and maintain effective relationships with students, peers and parents; strong skills in oral and written communication. Perform duties with awareness of all district requirements and Board of Education policies.

Additional Responsibilities

1. Accurately maintain required student records and progress reporting.
2. Demonstrate ability to use various student data to inform guidance practices.
3. Participate actively as a team member in parent-teacher conferences and staff meetings.
4. Maintain an ongoing program of professional growth that satisfies district requirements but also satisfies expectations of a professional.
5. Encourage a positive, mutually supportive home-school- community relationship.
6. Make annual budget recommendations regarding the purchase of educational materials.
7. Efficiently take precautions to protect students, utilize and maintain building facilities, equipment, supplies, and materials.
8. Perform other duties and assignments as requested by the principal.

Qualifications

Elementary and Secondary School Counselor (PK-12) Certification required. A B.A. or B.S. in School Counseling required, Masters is preferred. Various older forms of PA Teaching

Certificate may be accepted based on actual assignment. Examples may include Secondary School Counselor.

Physical Requirements

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. such as boxes of books and technology equipment. 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. Employee must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.

Reasonable accommodations under Physical Requirements will be in compliance with the Americans with Disabilities Act (ADA).

Employee signature

Date

Supervisor signature

Date