

SCHOOL COUNSELOR K-12 JOB DESCRIPTION

Developed by:

The New Hampshire School Counselor Association

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Introduction

School counselors collaborate with all stakeholders through a comprehensive school counseling program aligned with the American School Counselor Association (ASCA) National Model, ASCA Mindsets & Behaviors for Student Success and NH (K-12) state standards (including the K-12 Career Development Curriculum Frameworks).

School counselors collaborate with teachers, administrators, other school and school district staff, students, students' family members, and the larger community to help meet all students' needs.

School counselors generally report to the District Director of School Counseling, building Principal(s) in the schools where they work, or to the Director of Student Services.

School counselors provide positive leadership in their schools, districts and communities; engage in advocacy for students and their families; provide community outreach; crisis intervention; and individual and small group counseling and classroom lessons to promote systemic change.

Duties and Responsibilities/Essential Function

School counselors provide services to students in elementary, middle and high schools aimed at promoting the highest level of student achievement (defined broadly) through growth in academic, social/emotional and career domains.

School counselors:

Collaborate with other district school counselors for the purpose of developing, reviewing, assessing and maintaining the developmental Comprehensive School Counseling Program.

Provide individual and small group counseling for the purpose of meeting and supporting individual student needs.

Coordinate and deliver a developmental, preventative, and responsive core curriculum to support academic, social/emotional and career development for all students.

Develop and provide activities and programs for college and career awareness, exploration and preparation for students and their families.

Identify and develop activities and programs for the purpose of meeting the needs of students in each school.

Collect, interpret and analyze student related data and use data for program development, individual student planning and career development.

Implement developmentally appropriate prevention programs and activities to meet students' needs and to support school and district goals.

Provide information/resources and referrals and consultation to teachers, families and community agencies and organizations.

Collaborate with other educators, administrators, family members and community agencies to assist students with educational planning to ensure students' academic success.

Develop, coordinate and implement programs and activities to enhance students' successful transition from school to school and/or other related programs (elementary to middle school, middle school to high school and high school to career, training, or educational programs).

Provide information, feedback and recommendations to staff, parents, and/or students for classroom placement, course selection and/or the meeting of graduation requirements.

Participate in school and district committees and initiatives to provide system support.