

NONPUBLIC SCHOOL SERVICES

TITLE: SECONDARY GUIDANCE COUNSELOR

QUALIFICATIONS: Certification as a Guidance Counselor at the Secondary Level

REPORTS TO: Supervisor of Nonpublic School Services

LOCATION: Any location in the Intermediate Unit

JOB GOAL: To provide those guidance and counseling services necessary to maintain the effective functioning of the auxiliary services in the nonpublic schools at the secondary level.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Preserves client confidentiality in all services provided in accordance with the Colonial Intermediate Unit Student Records Policy.
2. Is familiar with school policy regarding academic standards and requirements and is sensible to school philosophy, values and religious affiliations.
3. Shares information with parents, teachers, administrators and other educational specialists (within the requirements of the Student Records Policy) so that these individuals may have an accurate picture of the student's development.
4. Is responsible for coordinating any consultation or referral services and for conducting the appropriate follow-up connected with such cases.
5. Is responsible for following the established procedures for making a referral to the Instructional Support Team, or Student Assistance Program.
6. Is responsible for recommending that a student and/or a student's family be seen by another counselor, psychologist, professional or agency when it is determined to be in the student's best interest. Several options must be given when making such referrals and the counselor must make it clear that no one professional or agency is specifically endorsed.
7. Is responsible, together with the Director and Supervisor of Auxiliary Services for the description of Act 89 counseling services and referral procedures.
8. Is responsible for facilitating the coordination of services between other nonpublic professionals (i.e., hearing therapists, speech therapists, remedial teachers, etc.).

9. Is required to provide objective evaluation through the testing program by supervising, administering and interpreting tests results to students, parents and teachers.
10. Is responsible for recording and maintaining appropriate records on each student.
11. Is responsible for following policies and procedures established by Colonial Intermediate Unit and Auxiliary School Services.
12. Operates within the guidelines established by the American School Counselors Association Code of Ethics when working for the Nonpublic School Services division of Colonial Intermediate Unit Number 20.
13. Participates in school-based teams as needed and if appropriate relative to at-risk students.
14. Provides necessary academic, social, emotional career and post-secondary guidance and counseling to students in individual and group counseling settings.
15. Provides an overview of appropriate guidance and counseling services to parents on an as needed and requested basis.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

1. Function as a member of the IU wide crisis response team.
2. Promote a positive image of the Intermediate Unit and the nonpublic schools.
3. Demonstrate the willingness to assist other employees with their work.
4. Work to stay current in topics relating to guidance services.

This job description in no way states or implies that these are the only duties performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

TERMS OF EMPLOYMENT:

1. Salary and work to be established by the Board.

In accordance with State and Federal Law, reasonable accommodations will be considered upon employee request.