

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title:	HIGH SCHOOL COUNSELOR	ADOPTED 4/15/2024
Reports To:	Assigned administrator/supervisor	
Job Objective:	Plans and implements a comprehensive developmental school counseling program.	
Minimum Qualifications:	<ul style="list-style-type: none">• Acts according to the Licensure Code of Professional Conduct for Ohio Educators.• Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)• Holds/maintains required Ohio Department of Education credentials.• Maintains a record free of criminal violations that prohibit public school employment.	
Preferred Attributes:	Active listening, creative problem solving, and good time management skills.	
Physical Demand Level¹:	Sedentary strength (seldom lifting/carrying more than 11 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, and using a traditional keyboard. ¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.	
Note:	Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.	

**Essential
Functions:****1. Provides student counseling services that enhance decision-making skills that support academic and social/emotional growth. Facilitates transitional planning activities.**

- Coordinates student readiness planning and testing activities (e.g., ACT, Aspire, SAT, etc.)
- Coordinates the development of the master schedule and curriculum guides.
- Encourages student creativity, critical thinking, cultural awareness, democratic values, empathy, ethical behavior, and self-reliance.
- Facilitates student exploration and enrollment in career-technical programs.
- Helps develop strategies to improve at-risk student attendance and active participation.
- Helps families and staff understand how intervention services support the educational program.
- Helps manage mandated testing programs. Maintains test security. Helps analyze test results.
- Helps students acquire appropriate functional skills (e.g., communication, self-regulation, socialization, etc.)
- Helps students develop educational goals that are attainable, measurable, relevant, and specific.
- Helps students identify personal competencies/interests. Helps students use career resource materials to understand academic requirements associated with post-secondary objectives.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains post-secondary resource files (e.g., college/university, proprietary institutions, technical schools; military services, etc.) Updates scholarship and financial aid information.
- Monitors academic eligibility for student participation in athletic programs.
- Monitors students struggling with academic, behavioral, and/or social-emotional concerns.
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request a consultation and/or student evaluation.
- Participates in team meetings.
- Prepares 504 plans.
- Provides individual and small group short-term goal-focused counseling.
- Serves as a member of the district crisis management response team.
- Uses comprehensive assessments to obtain objective student data. Plans services relevant to needs. Supports student access to inclusive educational opportunities.
- Uses positive behavioral interventions and supports to maintain discipline.

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Helps implement district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.