



Job Description

Job Title: Behavioral Counselor
Reports to: Principal
Department: Academic

Position Type: Full-Time
Work Hours: 7:30 – 4:00 (M – F)

Job Overview:

Provide comprehensive school social work services to parents, students and school staff, addressing barriers that limit a student from receiving full benefit from their educational experience. Respond to referrals from school administration, parents, teachers, and others by providing direct services and by assisting families in accessing appropriate community resources

Responsibilities and Duties:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Listen to students' concerns about academic, emotional or social problems
- Help students process their problems and plan goals and action
- Mediate conflict between students and teachers
- Improve parent/teacher relationships
- Facilitate prevention programs including Character Counts Week while aligned with learner profile.
- Organize peer counseling programs
- Refer students to psychologists and other mental health resources
- Work on academic boards to improve learning conditions
- Review student records to identify previous barriers and/or interventions.
- Analyze information gained through record reviews and interviews to determine environmental impacts and appropriate resource needs; integrate gained information into a written report and oral presentation.
- Interview students and parents to discuss issues related to non-attendance and develop a plan of action.
- Assist the school and student affairs department in following school policy for excessive absences and truancy; attend student support team meetings and court intervention.
- Develop and implement professional development training for educational staff and parents, as requested.
- Provide individual and/or group counseling in response to school-wide crises.
- Respond to referrals requesting verification of residence.
- Participate in professional development activities aimed at current trends and best practices for the provision of comprehensive school social work services.
- Maintain an ongoing liaison with community agencies and other resources to meet student needs; refers parents and student to agencies when appropriate.
- Attend collaborative meetings on Wednesday's after school and once a week with team/coordinator.

- Counselor to connect learner profile/attitudes to lessons.
- Conduct lunch sessions with students regarding behavioral issues once a week and follow up on progress.
- Develop and implement a plan for new student adjusting to the school from the beginning of the year (such as buddy program, big brother, big sister).
- Develop activity with each theme and it must be integrated in the lesson plan.
- Update board according to each theme just as the teachers do.
- Counselor must try to change order of lessons to connect with themes when possible. This will allow for further connection and understanding.
- Anti-bullying lessons/activities must be incorporated throughout the entire year and must be age appropriate.

Knowledge and Skills:

Knowledge and skills for direct and indirect intervention including: counseling on an individual, group, or family basis; consulting with administrators, teachers, parents, and other professionals about student problems and appropriate change strategies; and networking with school programs and community agencies to provide essential services for families and children; understanding of the knowledge, skills, and processes for effective casework practice; understanding of the school social work profession including associated laws (IDEA, ADA, compulsory attendance, etc.), ethical issues, professional issues and standards; foundations of school psychology; and the role and function of the school social worker; understanding of child development, psychopathology, social and environmental conditioning, cultural diversity and family systems.

Qualifications:

- BA in Social Work from an accredited school of social work.
- School Social Worker or Visiting Teacher license preferred.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

Physical Requirements:

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.