

Sunshine Cottage School for Deaf Children / Job Description

Job Title: School Counselor
Position Status: Exempt
Last Updated: April 2021

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administration

- Maintain a working relationship with Director, Principal and Social Worker
- Collaborate with administration on managing children with emotional/behavior problems
- Team up with administration to form a Crisis Team. The Crisis Team will be trained to restrain or handle any situation where a child might be in danger of hurting themselves, property, or others
- Collaborate with administration about new programs
- Collaborate with Principal in planning STAAR and Stanford testing
- Responsible for ordering and preparing Stanford test, plan for small group testing, prepare tests for scoring
- Must also collaborate with teachers to plan for small group pullout

Staff

- Observe students in accordance with teacher's request
- In-service with teachers to discuss further needs of students with emotional/psychological/behavioral conditions
- Assist teachers in devising and implementing a behavior management plan for classroom and individual students need behavioral modifications
- Participate in staffing's when teacher is concerned about a particular student
- Attend team leader meetings
- Organize staff development activities that offer opportunities to improve techniques and skills that can be used in the classroom
- Meet weekly with Social Worker to discuss program ideas, family and student needs

Students

- Using the Comprehensive, Developmental Guidance and Counseling Program, perform guidance lessons for kindergarten through fifth grade every other week
- Provide an opportunity for students to take part in school pride at the end of every grading period
- Open Pride Store once a month to allow students to spend their earned Pride Dollars
- Counsel individual students facing various stressors, behavioral, emotional, psychological and/or adjustment problems
- Conduct small counseling groups for students with specific needs, i.e. Friendship Group, Missing Parents Group, ADHD Group
- Help Social Worker take small group of students to Operation School Bell in Fall and Spring

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Parents

- Liaison between school and outside resources in regards to children and families
- Observe students according to parent's request
- Provide referrals to outside resources. Prepare a file of resources available; on occasion invite outside resources to visit Sunshine Cottage
- Offer Parent Education groups based on need: i.e., discipline, sibling rivalry, routines, nutrition
- Work with PTG in organizing Parent Resource Fair and Summer Fun Fair
- Offer support to parents seeking a diagnostic evaluation for their child. If requested, counselor, administrator and/or teacher may attend appointments to provide further information on behavior or problems observed at school

After School Activities

- Help school Social Worker with Tutoring Program
- Elementary Groups (Missing Parents, Friendship, ADHD)

Other

- Responsible for Counseling and Social Work budget
- Submit budget proposals each year to Director of Finance.
- Contract services for psycho-educational evaluations to provide good data to assist in planning for students
- Participate and offer to help with school wide events
- Join at least one committee within the school year
- Assist with non-counseling duties such as lunch, recess and class room assistance

Supervisory Responsibilities

- Internships with undergraduate psychology majors and school counseling graduates may be considered

Qualifications

To perform this job successfully, individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge or experience in working with the Deaf/Hearing
- Dynamic personality, able to work with a wide variety of individuals
- Superb listening skills
- Strategic in planning
- Problem solving skills
- Strong communication skills
- Connect and work well with children of all ages

- Knowledge of Child and Family Development
- Training in Counseling and Play Therapy
- Work as a team member
- Able to reflect with other professionals and/or seek supervision for various cases

Education and Experience

- Master’s degree in Professional Counseling or School Counseling
- Texas state certified in School Counseling
- Previous experience working in a school setting

Language Skills

- Ability to effectively communicate with staff, students and parents
- Ability to effectively present school related information to parents and the general public

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- Speech must be intelligible
- Fine writing skills required for communication via letters or email

Mathematical Skills

- Must be able to keep track of mileage for expense reports
- Must be knowledgeable with budgeting for supplies, food and pride store items

Reasoning Ability

- Ability to reason effectively with staff, students and parents
- Abstract thinking ability
- Must be open minded and evaluate problems/cases from different view points

Physical Demands

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hand to finger, handle, or feel; reach with hands and arms; talk; hear and have good vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee Name

Employee Signature

Date

Department Head Signature

Print

Date