

## **New Berlin CUSD #16 JOB DESCRIPTION**

**Position Title:** School Counselor (Type 73 certificate)

**Qualifications:**

1. Professional Educator's License certificate for a school counselor endorsement (Type 73) as required by the Illinois State Board of Education and/or school district.
2. Professional image, actions, communications and working relationships required at all times..
3. Excellent written and oral communication skills and strong computer skills.
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
5. Develop and maintain solid relationships with students in order to support them socially, emotionally, academically, and physically.
6. Strong communication, collaboration, and organizational skills.

**Department:** Building Personnel

**Location:** Elementary

**Reports to:** Building Principal

**FLSA Class:** Exempt

**Revised Date:** 04/16/26

**JOB GOAL:** Serve as a strong advocate to ensure all elementary students feel welcomed, supported, and encouraged while designing and implementing a comprehensive school counseling program aligned with the American School Counselor Association (ASCA) National Model. Build trusting relationships, use data to guide decisions, and collaborate with staff and families to support students' academic, social-emotional, and future success.

**PROFESSIONAL RESPONSIBILITIES:**

The school counselor coordinates and implements a comprehensive school counseling program. Duties and responsibilities of the elementary school counselor are:

1. Provide individual and small group counseling to support students' academic, social-emotional, and behavioral development;
2. Deliver classroom counseling lessons aligned with a developmentally appropriate school counseling curriculum;
3. Assist students in developing skills such as self-awareness, emotional regulation, problem-solving, and responsible decision-making;
4. Collaborate with teachers, administrators, and families to support student success;
5. Participate in multidisciplinary teams, including MTSS and problem-solving teams, to address student needs;
6. Consult with staff and families regarding student needs and appropriate interventions;

7. Connect students and families with community resources and outside services as appropriate;
8. Use data to identify student needs, monitor progress, and evaluate the effectiveness of the school counseling program;
9. Support school-wide initiatives related to social-emotional learning, student well-being, and school climate;
10. Assist with coordination of student transitions, including elementary to junior high school;
11. Provide professional development and resources to staff related to student support, social-emotional learning, and interventions;
12. Support the coordination of assessment programs as appropriate and use assessment data to inform student support;
13. Participate in the development, implementation, and evaluation of a comprehensive school counseling program.

## **RELATIONSHIPS**

1. School Counselor-student
  - a. Establish and maintain a safe, supportive, and inclusive counseling environment;
  - b. Build positive and trusting relationships with students.
2. School Counselor-Staff
  - a. Establish and maintain collaborative relationships through participation in faculty committees and meetings;
  - b. Identify student needs and collaborate with professional staff to assess and support students in addressing academic, social-emotional, and behavioral challenges.
3. School Counselor-Parent
  - a. Communicate effectively with families through a variety of methods;
  - b. Partner with families to support student growth and development.
4. School Counselor-Community
  - a. Promote positive relationships between the school and community;
  - b. Connect students and families with appropriate community resources.

## **PROFESSIONAL GROWTH, ADAPTABILITY, ETHICS, AND RESPONSIBILITIES**

1. Professional growth
  - a. Maintain professional competence through inservice education activities provided by the District and self-selected professional growth activities
  - b. Participate cooperatively with the appropriate administrator throughout the evaluation process in conformance with the Board's Policy on Evaluation of Professional Personnel.
  - c. Maintain professional competence in utilizing available technology tools, applications, and software.

2. Adaptability
  - a. Ability to accept changes in assignment, programs, and materials
  - b. Demonstrates flexibility and responsiveness in working with individuals of diverse backgrounds and personalities.
3. Responsibilities
  - a. Maintain a safe, welcoming, and confidential counseling environment, and report any facility concerns to appropriate personnel.
  - b. Participate in faculty committees and the sponsorship of student activities
  - c. Participate in curriculum development programs as required. Administer group standardized tests in accordance with district testing program
  - d. Inspect District property and observe activities on District property for unsafe conditions which may lead to injury; correct any unsafe practices and conditions and to report all other potential safety hazards to their supervisors.
  - e. Work with supervisors to develop and maintain a program of safe conditions and practices for the welfare of the students, faculty, employees, volunteers, visitors and other invitees.
  - f. Follow the safety guidelines specified in the Safety and Risk Management Plan for New Berlin CUSD #16
  - g. Other duties as assigned by the respective building administrator

**TERMS OF EMPLOYMENT:** Work days, salary, and benefits are determined by teacher contract.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of Professional Personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time the employee's with the District.

Name: \_\_\_\_\_

Date: \_\_\_\_\_