

Litchfield School District - SAU 27

POSITION TITLE: STUDENT SUPPORT COUNSELOR	
Job Description Approved By: <i>Litchfield School Board</i>	Date: <i>9/3/08</i>
General Purpose:	The Student Support Counselor will facilitate appropriate interventions and support systems and services to assist students in school success.
Reports to:	High School Principal
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

- Provide the necessary professional skills to assist students to problem solve and arrive at conflict resolution.
- Provide crisis intervention, and assessment when necessary.
- Review all pertinent materials which refer to a student.
- Help students resolve personal, emotional, and social problems that interfere with their adjustment to school.
- Plan, develop, and implement an appropriate academic and behavior plan for each student, which has as its goal, success in school.
- Perform short-term personal counseling with students, parents, and/or school personnel to identify obstacles to student achievement and address the obstacles within a short-term format.
- Monitor student academic and social progress.
- Maintain a list of referral services to be utilized in crisis situations and to work closely with community resource agencies.
- Concentrate on family needs as they apply to, and affect, the student's access to quality education.
- Conduct home visits and parent interviews which arise out of concern that affect the student's physical, academic, and emotional well-being in such a way that school performance is negatively affected.
- Confer and consult with social service providers and other community and mental health agencies who are already working with families.
- Collaborate with school/student IEP teams, with the School Psychologist and School Social Worker, classroom teachers, and student support and intervention teams.
- Collaborate with the youth, family, Police Department, and other youth-serving agencies.
- Assist school personnel in understanding a child psychologically and helping staff in relating to a student in an effective manner.
- Provide help to students who are having difficulties in school due to attendance, economic, health, emotional, and/or family problems.
- Work with both individual and small groups of students in counseling sessions.
- Accompany students or school personnel to court appearances, as appropriate.
- Participate in the development of behavioral modifications.
- Understand and practice in accordance with federal, state, and local laws, policies and statutes that relate to students and families, such as child protection/child abuse, special attendance, attendance, and education rights and privacy.
- Assume responsibility for continued professional development.
- Perform any other duties or responsibilities as assigned by the High School Principal or his/her designee.

Evaluation: Evaluation will be completed by the Director of Special Services or High School Principal prior to April 1st. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.

TERMS OF EMPLOYMENT: Contracted 187; exempt

MINIMUM QUALIFICATIONS:

Education and Experience: Master’s Degree in Counseling or related field

Necessary Knowledge, Skills and Abilities:

- Knowledge of the psychosocial development of children.
- Knowledge of adolescent developmental stages, emotional, behavioral, and substance abuse problems, and current methods of treatments with adolescents.
- Knowledge of preventive interventions.
- Ability to apply appropriate counseling techniques and procedures to assure students’ positive academic and social outcomes.
- Ability to collaborate with the professionals.
- Ability to interact with people of different social, economic, and ethnic backgrounds.
- Skill in assessing, analyzing, identifying issues, and recommending solutions to problems.

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH Certification or licensure in Guidance or School Social Work
Experience in the school and/or social service agency setting.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Occasionally required
2. Handling:	Occasionally required
3. Torquing:	Not required
4. Fingering:	Not required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Rarely required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Not required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>											
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				

Work Performed: Inside: 90%
Outside: 10%

Cognitive and Sensory Requirement(s):

1. Talking:	
2. Hearing:	
3. Sight:	
4. Tasting and Smelling:	

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures: N/A

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district's liability insurance carrier.