

JOB DESCRIPTION

Job Title:	Counselor	Prepared Date:	5/24/10
Department:	Counseling	Revised Date:	5/1/21
Reports To:	Head Counselor	Approved By:	Administration

SUMMARY

Promotes student success, provides preventative services and responds to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adheres to the mission, vision and philosophy of Peoria Notre Dame High School.
- Adheres to the policies & procedures defined by the Superintendent of the Catholic Diocese of Peoria/Principal of Peoria Notre Dame High School.
- Maintains confidentiality in handling of school office business.
- Be visible to students throughout the day (before, during, and after school as time allows).
- Maintain/responsible for student schedule and communicating with students/parents.
- Shares with the principal and all school employees the responsibility for protecting the health and welfare of students.
- When student/parents have a concern regarding classroom instruction, counselors need to meet with student/parent and teacher, if needed, to resolve academic concerns.
- Collaborates with the Head Counselor in implementing students four year course planning and progress toward meeting graduation requirements.
- Coordinate all standardized tests for the school and communicate testing schedules to Administration, faculty/staff- this includes AP testing, language proficiency, PSAT and all other placement exams. Counselors need to provide all required accommodations for students with service plans in coordination with the Director of Student Support Services.
- Schedule new students.
- Communicate with assigned administrator.
- Transcript evaluations for all students to meet graduation requirements.
- Work with administration to work with students for credit recovery.
- Interpret tests, student data, and other assessments for appropriate placement in courses.
- Will work with the military when they come into the school.
- Provide crisis intervention and response services.
- Coordinate FAFSA information for students and parents.
- Communicate with the registrar regarding transcripts.
- Coordinate incoming freshman registration.
- Attend report card night.
- Reviews transfer student records and collaborate with the Administration/ Director of Admissions.
- Assists students and families in selecting course curriculum.
- Collaborates with the Administration implementing tutoring procedures for students with medical needs.
- Serves as a resource to students and families in exploring post secondary transition options.
- Provides counseling services to students who experience personal difficulties that impact the student.
- Facilitates meetings with teachers, students, families and designated others to resolve academic or personal issues impacting student performance in school.
- Maintains outside agency referral resources for students and families with continuing mental health needs.
- Participates in all 504/ISP service plan/ RTI meetings.
- Communicating with Administration about potential student failures and coursework.
- Meets with students on the ineligibility list to provide assistance in meeting IHSA eligibility requirements.
- Review and evaluate graduation requirements that prepare students to meet post-secondary entry criteria.
- Participates in continuing professional development programs.
- Organize and develop a college readiness structure in collaboration with the Administration on Tuesday/Thursday during Advisory periods with Senior level students.
- Performs other tasks and responsibilities as assigned by administration as it relates to the overall management

of Peoria Notre Dame High School

- Adheres to work schedule, which includes two weeks before school begins and 2 weeks after school has concluded.

- QUALIFICATIONS**

- IL Type 73 Pupil Personnel Certificate or Counseling License.
- Masters Degree in School Counseling or related field.
- Willingness to contribute as a team player in creating, building and sustaining the Catholic Culture within the school.
- Ability to multitask and establish priorities.
- Awareness, knowledge and ability to implement all applicable laws, regulations, policies, procedures and ethical standards of the school counseling profession.
- Intermediate knowledge of software applications and ability to learn school specific software.
- Ability to establish rapport by interacting with individuals at all levels within and outside of the organization.
- Strong interpersonal and customer service skills to effectively interact with individuals at all levels of the organization.
- Demonstrated planning and organizational skills.
- Ability to respond effectively to the most sensitive inquiries or complaints and maintain confidentiality.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to work independently to achieve objectives in established time frames.
- Ability to effectively communicate with internal customers through written or verbal form.