

Premier Arts and Science Charter School
Job Description
Counselor

Position Description: Utilizing leadership, advocacy, and collaboration, the school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive school counseling program that addresses academic and personal/social development for all students.

Primary Responsibilities:

- Develop and deliver school counseling curriculum in classroom setting.
- Assist students in the areas of academic development, and citizenship development, as well as emotional and social development.
- Collaborate with faculty, staff, and parents to better understand and meet the needs of all students.
- Provide individual and small group counseling as needed.
- Make appropriate referrals of students and parents to outside agencies and specialist when necessary.
- Make self a visible body in school by participating in a variety of activities that contribute to the school effectiveness.
- Continually plan, evaluate, and revise the school counseling program.
- Pursue continuous professional development and growth.
- Promote an understanding and appreciation for diverse populations.
- Develop, review and revise an educational plan for each student.
- Prepare students for transition to next level (elementary to middle school, middle school to high school).
- Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.
- Implements an effective referral and follow-up process.

- Provides appropriate information to staff related to the school counseling program.
- Uses available technology resources to enhance the school counseling program.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Conducts a yearly program audit to review extent of program implementation.
- Collects and analyzes data to guide program direction and emphasis.
- Measures results of the school counseling program activities and shares results as appropriate.

Professionalism:

- Adhere to the ethical standards of state and national school counselor associations.
- Adhere to best practices prescribed by state and national school counselor associations.
- Demonstrate knowledge of local policies and state and federal laws pertaining to school counseling.
- Demonstrates personal growth and professional development.

Qualifications

1. Bachelor's Degree in Psychology or related field
2. Preferred, Master Degree in Psychology or related field
3. Valid PA Certification