



North Point Educational Service Center Job Expectations

<u>TITLE</u>	Counselor
<u>REPORTS TO</u>	Director of ED and Related Services
<u>EMPLOYMENT STATUS</u>	Full Time (9 month)
<u>GENERAL DESCRIPTION</u>	Provide crisis intervention, individual, group counseling, and consultative services to students and their families and provide counseling services to children in the emotionally disturbed programs, direct instructional procedures as needed to enhance therapeutic mental health needs of the child, communicate with parents in an attempt to provide home environment that supports emotional needs.
<u>FLSA STATUS</u>	Exempt
<u>QUALIFICATIONS</u>	<i>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>
<i>Education and/or Experience</i>	<ul style="list-style-type: none">• MA Degree in school counseling, social work, or clinical counseling required• Three years experience required• State license required
<i>Certificates, Licenses, Registrations</i>	<ul style="list-style-type: none">• Appropriate state of Ohio school counselor certificate/license• Valid driver's license
<i>Additional</i>	<ul style="list-style-type: none">• Successfully pass a B.C.I. and F.B.I. background check• Good health, high moral character, and good attendance record• <u>Language Skills.</u> Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and procedure manuals; ability to effectively present information and respond to questions from groups of administrators, clients, customers, and the general public• <u>Mathematical Skills.</u> Ability to work with mathematical concepts such as probability and statistical inference; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations• <u>Reasoning Ability.</u> Ability to define problems, collect data, establish facts, and draw valid conclusions ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables• <u>Other Skills and Abilities.</u> Ability to apply knowledge of current research and theory to instructional program; ability to establish and maintain effective working relationships with students, peers, parents, and community; ability to speak clearly and concisely in written or oral communication• Demonstrate a sincere desire to aid all students
<u>ESSENTIAL FUNCTIONS</u>	<ol style="list-style-type: none">1. Assist students to develop a positive self-image through efforts to improve their self-understanding, self-direction, and skills in problem solving and decision making.2. Communicate with teachers as to supportive programs to be implemented for meeting mental health needs of the child.

3. Involve teachers and other school staff members in developing a clearer understanding of the growth and development of students and a learning climate which facilitates that development.
4. Provide programming of behavioral strategies for individual children or groups and follow IEP plan for each child.
5. Counsel individual children/small groups or classroom groups.
6. Monitor direct phase back and integration into regular class activities.
7. Initiate referral to and consultation with outside agencies.
8. Provide education and counseling to parents regarding child development and behavior management strategies.
9. Coordinate and utilize the resources of school, home, and community to increase the students' opportunities for successful achievement in school.
10. Act as a liaison between parents, community agencies, court, school, etc. and the emotionally disturbed program.
11. Act as a liaison with students, staff, and group facilitators for various counseling groups.
12. Evaluate and modify student programs, as needed.
13. Provide necessary data to make appropriate educational decisions for at-risk and special needs students.
14. Provide inservice for teachers and aides of emotionally disturbed.
15. Establish close relationships with prime candidates for loss of control, monitor for behaviors indicative of potential problem and provide preventative or crisis intervention.
16. Make necessary reports to the Community Mental Health Agency.
17. Maintain liaison with the Court concerning students under their jurisdiction and with Children's Services Case Workers concerning students who are wards of Children's Services.
18. Maintain student records and protect their confidentiality.
19. Attend to additional duties and responsibilities as assigned.

**PROFESSIONALLY
RELATED**

1. Take part in professional growth activities. (e.g., inservice meetings, course work, seminars, conferences, etc.)
2. Demonstrate ability to work with colleagues and strive to maintain good relations among peers.
3. Perform necessary clerical responsibilities in a timely manner.
4. Maintain a good attendance record; be prompt and punctual to the work site.
5. Demonstrate ability to work well independently with little or no guidance.
6. Adhere to the Center's policies and procedures. Proper channels are followed in seeking answers to problems.

7. Open to new ideas and new ways of doing things.
8. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
9. Help instill in students the belief in and practice of ethical principles and democratic values.

**ADDITIONAL
WORKING
CONDITIONS**

***Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee regularly will sit, walk and stand. Specific vision abilities required by this job include close vision.

***Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The noise level in the work environment is occasionally quiet to moderate. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being of students. There may be:
 1. Occasional exposure to blood, bodily fluids, and tissue.
 2. Frequent exposure to unruly students/adults.
 3. Occasional operation of a vehicle in inclement weather.

NOTE: The above lists are not ranked in order of importance.

These job expectations are subject to change and in no manner state simply that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Board's policy.

My signature below signifies that I have reviewed the contents of my job expectations and that I am aware of the requirements of my position.

Reviewed and agreed to by: _____ Date: _____
(Employee)