

JOB DESCRIPTION SCHOOL COUNSELOR

JOB SUMMARY

The School Counselor is responsible for the general welfare of all students at Kehoe-France Northshore. He/she helps all students in the areas of academic achievement, career and social/emotional development, ensuring today's students become the productive, well-adjusted adults of tomorrow. Reporting directly to the Head of School, the school counselor maintains and enhances school policies on safeguarding, crisis, and student protections. The School Counselor mediates relationships between all stakeholders of Kehoe-France Northshore.

[Elementary Counselor Role](#)

ESSENTIAL FUNCTIONS:

- Provide individual and group counseling (1st – 7th grades) as well as guidance classes (1st - 4th grades) to help students cope effectively with personal, social, academic, career, and family concerns.
- Consult with parents, teachers, administrators, and supporting agencies concerning the needs and abilities of students.
- Implement and coordinate standardized testing (ACT Aspire and ISA). Help provide feedback to the school community.
- Update and maintain confidential student records.
- Safeguarding and Child Protection Lead officer; safety point person for any student needs having to do with personal, social, or family concerns. He/She works closely with the Health and Safety Coordinator.
- Identify students with special needs and make appropriate recommendations and referrals.
- Coordinate special services for students with special needs.
- Assist in enrollment and placement of students.
- Observe and assist teachers with behavioral and academic concerns of students.
- Educate the school community on different issues that arise including but not limited to internet safety, developmental stages, bullying, etc.
- Crisis interventions/issues that may arise.
- Serve the school community as a member of the Administrative Council to help mediate meetings as well as advocate for student needs in all aspects of the school.
- Help create school wide schedules for academics, aftercare, etc.
- Help create school policies.
- Extracurricular activity
- Looking for Learning team member
- Other duties assigned by the Head of School

PHYSICAL REQUIREMENTS

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling. Generally the job requires sitting, walking, and standing.

This position is conditional to the provision of federal criminal background checks covering the countries that you have lived and worked in for the last 10 years and any convictions highlighted will be reviewed against standard Safeguarding principals of working with children. All checks requested to be received prior to commencement of employment.