



SCHOOL COUNSELLOR

Position Profile: To provide support to students who have been identified as having social, emotional or behavioural problems.

School Counsellors are employed for the purpose of providing specialized support for students with intensive needs. These personnel consult and collaborate with teachers, administrators, parents and other personnel or agencies to support student success at school.

The School Counsellor acts as a liaison between the school, the home, the community and other agencies to help the student function effectively and achieve their fullest potential.

Directly Reports To: Superintendent of Student Services & Student Services Co-ordinator

In-Directly Reports: Principal & Student Support Teacher

Duties & Responsibilities

- Participate as an active member of the Student Services team in carrying out the GSSD Student Services Vision.
- Participate in the Student Services School Counsellor Professional Learning Community meetings as called by the Superintendent of Student Services &/or Student Services Co-ordinator. As an active member of a PLC, the School Counsellor must strive to develop consistent, research based practices that strive to support student learning and system improvement within a collaborative culture.
- Provide direct counseling services to students.
- Participate in the identification and planning process with regard to the unmet needs of children and youth in the school.
- Collaborate with teachers and other school personnel in providing service to students and families.
- Have the highest regard for, understand, and communicate to others the limitations of privacy and confidentiality.
- Use a family-centred case management approach.
- Help parents understand their child more objectively and set appropriate goals for their child's learning.
- Conduct home visitations when deemed necessary and appropriate with the safety of the School Counsellor being a priority.
- In consultation with other school staff, inform parents of their child's adjustment and progress from the school's point of view.
- In consultation with other school staff, initiate, co-ordinate, and facilitate meetings to address specific school or student needs.

- Mediate the process of direct parent-child or parent-school encounters.
- Provide referrals and assist students and parents to access other community resources and agencies when necessary.
- Communicate and inform the general progress of students to the principal and school staff on an on-going basis.
- Work collaboratively with other disciplines on the Student Services Team to provide comprehensive services to students. This will involve meeting with other service providers to share information.
- Provide workshops and in-service in areas of expertise to teachers, educational assistants, and others when requested.
- Conduct class presentations and prevention programs on topics such as anti-bullying, sexual abuse, and social skills, etc....
- Assist with school-wide program development to address specific school needs in consultation with the principal and school staff.
- Provide documentation and reports to Superintendent of Student Services and Student Services Co-ordinators as requested.
- Submit an Annual Report to the Superintendent of Student Services.
- Apply ethical standards of professional practice in the delivery of school counseling services, observing relevant laws and policies that govern practice.
- Maintain professional competency through on-going professional development activities.
- Perform additional duties as assigned by the Superintendent of Student Services or Student Services Co-ordinators.

Education & Qualifications

- A post secondary degree, in a field related to human services, such as: social work or psychology and 3 to 5 years related work experience.

Competencies, Skills and Abilities

- **Quality & Organization of Work**

The School Counsellor must demonstrate his or her ability to pay attention to detail and ensure work is consistently completed and accurate within expected timeframes.

- **Adaptability & Flexibility**

The School Counsellor must adapt to and work effectively within a variety of situations, and with various individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue and adapting one's approach as the requirements of a situation change. Strong problem solving skills and demonstrated ability to apply judgement in complex, highly sensitive and sometimes ambiguous situations is essential.

- **Communication**

The School Counsellor must communicate effectively to students, school administration and staff. Excellent interpersonal skills along with proven written and oral communication and computer and presentation skills are required.

- **Job Knowledge**

The School Counsellor must be committed to professional learning towards enhancing his or her skills and knowledge to perform the required tasks.

- **Cooperation & Teamwork**

This position involves working collaboratively with other professional service providers and other school personnel on a daily basis. The School Counsellor must have the ability to work as a team player and work independently with minimal supervision.

- **Attitude**

The School Counsellor must display a positive attitude toward others, their work, schools and the division.

- **Confidentiality**

Maintain confidential counseling records in a secure location in accordance with all confidentiality, ethical and legal standards. These records shall not be made available to other persons or agencies without the consent of the Director or designate and the informed consent of the parent. A notice that counseling services have been provided to the student, along with appropriate information can be inserted into the student cumulative folder.

At no time should a School Counsellor discuss in public information pertaining to employees, students or the operation of the division. A School Counsellor is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and *The Local Authority Freedom of Information and Protection of Privacy Act*.

Legal Reference: Section 85, 87, 108, 109, 175, 231 Education Act