

School Counselor Job Description, Duties, and Responsibilities

School counselors help students with emotional, social, and educational support to succeed in their school work. Master's degree in school counseling or psychology, or in a related field is required.

The role of a school counselor entails performing various functions to aid student success:

- Assist students in understanding and overcoming social, behavioral or academic problems
- Experience counseling and educating Elementary children individually, and in small and large group settings.
- Provide group or individual counseling to address the needs of students and their families
- Evaluate students' academic/career plans and assist them in setting realistic goals
- Monitor and observe students to identify and address personal, emotional, social and educational issues
- Refer students to health psychologists and other professionals for proper medical attention and necessary treatment
- Consult with families and staff to highlight students' needs and discuss strategies necessary for improved social and academic performance
- Plan and organize classroom counseling sessions to address career, academic, and personal development issues among students
- Develop and implement school counseling programs effective in meeting students' needs for success
- Prepare students for transition to higher institutions and colleges
- Ensure school curriculum meets the academic and developmental needs of students
- Conduct student assessment and maintain records of test results
- Implement programs for students with special needs or learning disabilities
- Organize seminars to educate teenagers/parents on sensitive topics
- Listen to students' concerns and proffer recommendations effective in addressing academic or psychological issues and offer recommendations effective in resolving such issues
- Guide and support school staff in implementing school advisory programs
- Employ responsive counseling in establishing positive relationships between teachers, parents, and students.
- Assist students in writing applications for scholarships, college, and jobs.
- K-12 Testing Facilitator/Coordinator
- Problem-solving, compassion, and communication skills are necessary
- Dual-Enrollment, Online learning Coordinator.
- Assists K-12 Principal of a development of student schedules and master schedules.
- Maintain and execute the highest level of confidentiality according to FERPA Laws.
- Maintain and execute role as a Mandatory Reporter as required by law.