

Lanesville Guidance Counselor

Grades 5-8

Job Description

Position Purpose:

Under the general supervision of the school principal, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students through an evidence-based comprehensive school counseling program. School Counselors work with assisting students to achieve their highest potential in a safe and supportive learning environment, while utilizing leadership, advocacy, and collaboration with all stakeholders.

Essential Functions:

- Develops and administers large-group classroom guidance lessons addressing students' academic, career, and social/emotional developmental needs consistent with goals and objectives put for by Lanesville Community Schools.
- Help develop social-emotional competencies with students and staff while building Developmental Assets with all.
- Provides short-term individual and small group counseling relating to academic success, understanding of self and others, communication skills, decision-making, relationship skills, conflict resolution and goal setting.
- Collaborates and communicates with families, teachers, administrators, and other school staff and education stakeholders for student achievement and success.
- Provides crisis intervention services, e.g. suicide prevention, child abuse, health concerns, substance abuse and follow-up services as appropriate.
- Provides referrals to third party counseling/therapy agencies.
- Provides referrals for students and parents to appropriate school and community resources.
- Consults with staff, parents, and education stakeholders to support student achievement and success.
- Organizes and maintains a system for accurate and complete record-keeping while maintaining student confidentiality.
- Monitors attendance issues.
- Conducts home visits when necessary.
- Supervises students in activities that take place out of the classroom during the school day.
- Participates in the administration of standardized tests in accordance with the district testing program.
- Assists in 504 plans and behavioral plans
- Assists in the creation of class lists in collaboration with the high ability coordinator, special education teacher, student services coordinator, and principal.
- Assists in the creation of class schedules in collaboration with the principal

Additional Duties:

Performs other related tasks as assigned by the Principal and other central office administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

Applications are available online

At

www.lanesville.k12.in.us

or by contacting the administrative office

at

812-952-2555, ext 362

Send application to:

Dr. Ryan Apple, Superintendent

Lanesville Community School Corporation

2725 Crestview Avenue, NE

Lanesville, Indiana 47136

Email address: appler@lanesville.k12.in.us