



Example of School Counselor Job Description

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Our company is hiring for a school counselor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for school counselor

- Implements individual and small group counseling, whole classroom interventions, social skills training, and consultation with teachers, administrators and parents
- Consult with parents, school staff, and community stakeholders to help increase student outcomes for success
- Facilitate scheduling and course selection process
- Meeting with new students entering OSD to assist in their transition and provide support to the student in the classroom and dormitory settings
- School/District Guidance Curriculum
- Follow procedures to ensure that student transcripts are accurate and up-to-date
- Implement efforts to secure complete and accurate records for students
- Support families through the school withdrawal process, assisting with data collection regarding withdrawal including next school option
- Provide individual, group, and/or supportive family therapy to address issues
- Conduct psychosocial assessments to determine individual student/client needs

Qualifications for school counselor

- All candidates must meet the requirements as set by the New York State Department of Education for School Counselor

- California Counselor certification
- South Carolina Counselor certificate
- Experience working with high school students (Grades 9-12)