

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE: Counselors

CLASSIFICATION:

GEEA:

APPROVED BY: _____

DATE: _____

DISTRICT 41 EXPECTATIONS

All District 41 employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.

Teachers employed by the Board to teach in District 41 schools are subject to applicable state and federal laws and regulations, the policies and procedures of the Board of Education and the collective bargaining agreement applicable to the teacher. All aforementioned information and this job description may be amended or modified from time-to-time.

GENERAL RESPONSIBILITIES (From Teacher Evaluation Plan)

PLANNING AND PREPARATION

- Demonstrating Knowledge of Counseling Theory and Techniques, e.g., Individual Consultations, Group Process
- Demonstrating Knowledge of Child and Adolescent Development
- Establishing Goals for the Counseling Program Appropriate to the Setting and the Students Served
- Demonstrating Knowledge of State and Federal Regulations, and Resources Within and Beyond the School and District
- Planning the Counseling Program Using Individual and Small Group Sessions, and In-Class Activities, and Including Crisis Prevention, Intervention, and Response
- Developing a Plan to Evaluate the Counseling Program

THE LEARNING ENVIRONMENT

- Creating an Environment of Respect and Rapport
- Establishing a Culture for Productive Communication
- Managing Routines and Procedures
- Establishing Standards of Conduct, and Contributes to the Culture for Student Behavior throughout the School
- Organizing Physical Space

DELIVERY OF SERVICE

- Assessing Student Needs
- Assisting Students and Teachers in the Formulation of Academic and Personal/Social Plans, Based on Knowledge of Student Needs
- Using Counseling Techniques, in Individual and Classroom Programs
- Brokering Resources to Meet Needs
- Demonstrating Flexibility and Responsiveness

PROFESSIONAL RESPONSIBILITIES

Reflecting on Practice
Maintaining Records, and Submitting Them in a Timely Fashion
Communicating with Families
Participating in a Professional Community
Engaging in Professional Development
Showing Professionalism , including Integrity Advocacy, and Maintaining Confidentiality

EDUCATION AND CREDENTIALING

- Bachelors' Degree
- All teachers must hold a valid Illinois Certification, and meet all state and federal requirements, applicable to their assignment.

REPORTS TO AND EVALUATED BY: Certified Administrator

Performance evaluation will occur in accordance with District 41 evaluation processes and procedures. By September 15 each year staff members will be notified of their assigned evaluator.

WORK YEAR

- As designated by the School District's Official Calendar for the school year.

<u>PHYSICAL ABILITY JOB REQUIREMENTS</u>	Not Applicable	Desirable	Essential
(SUBJECT TO THE REASONABLE ACCOMMODATION REQUIREMENTS OF STATE AND FEDERAL LAW)			
Walking or standing			X
Seeing			X
Hearing			X
Lifting/carrying objects weighing 5-20 lbs.		X	
Lifting/carrying objects weighing over 20 lbs.	X		
Pushing/pulling carts and dollies	X		
Climbing ladders and scaffolding	X		
Regularly working at assigned site(s)			X
Driving a car, van or truck on public roads or highways		X	
Proofreading and checking documents for accuracy			X
Using a keyboard to enter, retrieve or transform data			X
Dealing with employees, students and/or parents in high-stress situations			X
Conducting performance reviews with employees who report to you	X		
Disciplining and when necessary, discharging employees	X		
Working in an area that is very unpleasant due to circumstances beyond District 41's control		X	
Operating heavy equipment and/or performing other very hazardous duties	X		
Looking at computer screen/reading data on PC			X

By signing this, I affirm that I have received and read this document.

Employee Signature

Date