



POSITION TITLE: SCHOOL COUNSELLOR

Reports to: Coordinator of Student Services

Function/Purpose:

- To provide professional counselling services to the students within his/her assigned schools in the areas of educational, vocational and personal/social issues. The school counsellor will be a member of the division's Critical Incident and Stress Management (CISM) team and provide ongoing professional development to our school based wellness coordinators.
 - *Individual Planning* –refers to assisting students with developing and managing their individual personal/social and educational plans.
 - *Responsive Services* –provision of services which “respond” to students who are experiencing immediate on-going problems, concerns or crises which interfere with their learning.
 - *Referral Services* –refers to submitting a referral to a community agency or service or assisting the student or family to make a referral when the student requires a diagnosis or on-going therapy or treatment.
 - *System Support*- includes those activities necessary to support the guidance and counselling programs as a whole as well as services provided by school counsellors to support other educational programs of the school. This component also includes collaboration with community agencies and other support services, prevention programs, staff development, community relations and program evaluation.

Required Education, Knowledge, Qualifications and Experience:

- Bachelor Degree in a Human Service Field (Social Worker, Counselling, Psychology) or a Bachelor of Education with coursework or experience in school counselling.
- Affiliation with a recognized professional association is recommended. These may include but not limited to Canadian Counselling Association, Saskatchewan School Counsellor Association or College of Social Work.
- School Counsellors shall abide by the Saskatchewan's Teacher's Federations' three codes of Professional Competence, Professional Ethics, and Collective Interests, and the Canadian Counselling Association's Code of Ethics.
- School Counsellors shall follow the guidelines of the Saskatchewan School Counsellor's Association as outlined in the *School Counsellor's Handbook*.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- team building and collaboration
- working with minimal supervision
- organizational skills
- interpersonal and communication skills
- initiative and adaptability.
- prioritizing multiple demands.
- maintain strict confidentiality in school division operations.

Required Personal Characteristics:

- trustworthy and respectful
- approachable and accessible
- flexible and collaborative

Supervision:

This position does not involve the supervision of staff.

Duties and Responsibilities:

The School Counsellor shall support students in educational, personal, and social development to assist them to function successfully as students and citizens.

The School Counsellor shall:

- Meet with and assess the type and degree of assistance required by individual students experiencing personal/social challenges that are adversely affecting school achievement. These students may be referred by self, staff, parent/guardian, or peers.
- Provide individual counseling and family consultation for the purpose of having a positive impact on the students' school achievement:
 - This may involve but not limited to, peer/social issues, attendance, academic concerns, family issues or conflict resolution;
- Conduct small group counseling services for students as required;
- Act as liaison with Community Agencies who would be able to provide assistance/support to individual students or families;
- Refer and assist students to contact community agencies and/or individuals when appropriate;
 - This may involve but not limited to, family issues, financial needs, grief and loss, trauma, crisis, threat, suicide, or for the purpose of obtaining diagnosis;
- Advocate, when appropriate, on behalf of students and families in their dealings with community agencies;
- Act as a member of Critical Incident and Stress Management (CISM) team;
- Consult with the administration and teaching staff (collectively and individually) on any matters related to the educational/personal/social wellbeing of students and make recommendations relative to improved programming;
- Arrange for and/or provide workshops or training sessions in consultation with Coordinator of Student Services and/or Superintendent of Student Services, related to areas of the counsellor's expertise;
- Engage in professional learning to maintain level of experience and competency to respond to the identified needs within the Division;
- Upon request, submit a report to the Coordinator of Student Services or Superintendent of Student Services outlining current services being provided;
- Perform other counseling-related duties as requested by the Coordinator of Student Services or Superintendent of Student Services.

- **Confidentiality**

The School Counsellor is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the school division. Information regarding a student, staff member or board member must not be discussed in public or with any person not authorized

Page 3 – School Counsellor - Job Description

to receive that information. Exchange of personal information within the system shall be on a “need to know” basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board of Education.

- **Collaboration:**

This position involves working jointly with other staff, teachers and administrators on a daily basis.

Mission: Laying the foundation for success

Vision: One student at a time.

Director Approved 10/31/2014