



**FRONTIER SCHOOL DIVISION
POSITION DESCRIPTION**

JOB TITLE	School Counsellor
CLASSIFICATION	
DEPARTMENT	Career Studies
LOCATION	Various Schools
REPORTS TO	School Principal
STAFF SUPERVISED	n/a
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

POSITION SUMMARY

Under the general direction of the Principal, the School Counsellor provides a continuum of preventive, developmental, and intervention services for students including culturally appropriate strategies/intervention to support students in one on one or group settings. As a member of the Student Services team, the School Counsellor’s role includes: counselling, instruction, assisting in the development of behavioural change, consultation, planning, and coordination within and beyond the school.

QUALIFICATIONS

Education

- Salary is based upon education
 - Grade 12
 - Enrollment in or completion of the Applied Counselling Certificate program

Experience

- Three years experience working with students in volunteer sector or other related fields, which may include Child and Family Services.

Knowledge, Skills and Abilities

- Knowledge of current Child Protection legislation.
- Knowledge of an Aboriginal language.
- Knowledge of First Aid.
- Proficiency in a variety of computer applications in a network environment requiring the use of word processing functions.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Excellent time management and leadership skills.
- Ability to liaise/consult as appropriate with a range of professionals and agencies as well as students and parents.
- Ability to conduct presentations to large and small groups.
- Ability to advocate on behalf of students and work with children of all ages.
- Ability to develop and maintain effective working relationships with co-workers, students, parents, Division, Area and school personnel.

DUTIES AND RESPONSIBILITIES

Individual and small group counselling and support to students

- Provides counselling in areas of personal counselling, academic counselling, crisis intervention, social skill development, career development and on-going support.
- Provides a continuum of preventive, developmental, and intervention services for students including culturally appropriate strategies/intervention to support students from Aboriginal perspectives (e.g. healing circles, connection to an elder).
- Counsels students one to one and in group settings within the context of Division policies and regulations, and relevant legislation.
- Provides appropriate career development guidance throughout the students' school life.
- Provides appropriate career, educational, social, emotional and health materials, resources and information to all students and parents.
- Acts as liaison with outside agencies for materials and resources and follow-up for individual student support.

Community, school wide and classroom activities

- Develops and initiates social skills and career development programs appropriate to the community, school, classroom, and student needs through consultation with community members, administration, teachers, parents and Division consulting/specialists within or outside the school.
- Works closely with school administration to coordinate components of the guidance and counselling program and provides ongoing reports to administration about the implementation and effectiveness of the program.
- Assists classroom teachers with planning and facilitating in-class programs relative to guidance and counselling.
- Coordinates the involvement of outside agencies (i.e. R.C.M.P., Family Services, Native Alcohol and Drug Abuse Program) in the school.
- Develops a plan in cooperation with administration to initiate community based counselling programs (i.e. Mentoring Program, Parent Interest Workshops).

Teacher support

- Consults with teachers and administrators on an on-going basis and plays an integral part on The School Student Support Teams.
- Provides appropriate resources to teachers in the areas of career, emotional, health and social development of students.
- Provides appropriate information to teachers relating to student personal issues.

Administrative

- Develops a yearly plan for guidance and counselling programs and identifies the need for equipment and resources for guidance/career centres and submits requests to the administration.
- Assists students in registering and completing courses through the Independent Study Program.
- Develops and maintains the guidance career centre.
- Maintains current and accurate records relating to student activities.
- Informs administration about required scheduling of community, school and classroom presentations requested through guidance and counselling.
- Provides information and actively participates in senior years course and program selection.

- Works closely with administration and school secretary, provides information about senior years students' timetables, and other related information (i.e. credits, marks, transcripts).

Performs other duties as assigned.

CONTACTS

Division, Area and school personnel
 Parents/guardians
 External service agencies

WORKING CONDITIONS

School environment
 Student crisis intervention techniques may be required
 Travel to schools
 This position works the school year

PHYSICAL AND VISUAL REQUIREMENTS

Physically capable of performing assigned duties, which may include lifting up to 15 kg and attending to medical/physical needs of student(s)

EQUIPMENT USED

General office equipment
 Personal computer

APPROVED

	March 9, 2012
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Signature, Chief Superintendent Date

	March 9, 2012
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Signature, Secretary-Treasurer Date

	March 9, 2012
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Signature, Human Resources Coordinator Date