

## **New Berlin CUSD #16**

### **JOB DESCRIPTION**

Position Title: Counselor (Type 73 certificate) or Director of Student Services (Type 75 certificate)

Qualifications:

1. Professional Educator's License certificate for a school counselor or general administrative endorsement as required by the Illinois State Board of Education and/or school district.
2. Professional image, actions, communications and working relationships are required at all times.
3. Excellent written and oral communication skills and strong computer skills.
4. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
5. Develop and maintain solid relationships with students in order to support them socially, emotionally, academically, and physically.
6. Strong communication, collaboration, and organizational skills.

Department: Building Personnel

Location: High School and Junior High

Reports to: Building Principals

FLSA Class: Exempt

Revised Date: 06/13/23

**Job Goal:** This position is an advocate for students, working to create and promote school programs that not only ensure that students are welcomed, supported, and encouraged, but also that the academic program and related experiences are reflective of the students, their interests and current/future needs. The Director takes on the responsibility to develop and supervise services that facilitate both academic achievement and personal-social wellbeing and growth.

#### **Performance Responsibilities:**

1. Build and maintain a cohesive system which supports students' post-secondary success, both academically and social-emotionally.
2. Work with the building principals to address building needs and create processes and procedures that most effectively support students.
3. Provide personal counseling for students.
4. Monitor students' overall academic success making changes or interventions as necessary to help students graduate from high school.
5. Use data to make recommendations for improving the educational experience to positively impact students.
6. Register, schedule, and provide orientation for all new students as they enroll throughout the year.

7. Act as a liaison among teachers, administrators, parents, and students by providing information and formulating problem-solving alternatives when the need arises.
8. Provide vocational guidance in order to attend Capital Area Career Center and in post high school plans.
9. Work collaboratively with ROCTE and principal to maintain and update CTE compliance forms.
10. Collect College and Career Readiness Indicators and upload them into Skyward/IWAS Database yearly.
11. Maintain and update College and Career Endorsement Framework.
12. Maintain and update Major Clarity or other College and Career Database.
13. Create the master schedule for both the high school and junior high.
14. Provide a constant support system to students in order to help each student achieve a successful emotional, social and educational adjustment from elementary to junior high and from junior high to high school.
15. Maintain student transcripts - cumulative records, personal histories, grades, assessment results, and other pertinent records.
16. Upload and process transcripts requests while maintain Parchment.
17. Support alternative learning settings for students as appropriate (online or off-campus programming).
18. Refer and make referrals if students are in need of specialized services (Safe School/Crossroads, Truancy/SCLA, SASSED, and Hope, etc.)
19. Schedule and/or participate in IEP meetings and conferences as requested by parents, teachers, students, and administrators.
20. Assist with athletic ineligibility.
21. Confer with teachers concerning students.
22. Update EE codes in Skyward as needed after IEP meetings.
23. Oversee ELL students.
24. Set up all college representatives and military recruiter visits.
25. Provide available job information to students as it becomes available.
26. Assist with arranging transportation for students that leave during the school day for educational purposes.
27. Oversee annual state and/or district assessment testing (WIDA/ACCESS and Screener, AP testing, PSAT/NMSQT, PSAT 8/9, PSAT 10, SAT, ASVAB, and IAR) by communicating all scheduling details (time, place, accommodations, test locations, etc).
28. Upload and maintain rosters and records in GAP Access for Financial Completion Records/FAFSA Opt-Out/Alternative Application as well as Illinois State Scholar.
29. Host FAFSA meeting with ISAC for students and parents.
30. Update and maintain all curriculum documents – curriculum guide, selection sheets, and 4-year plan in order for students and parents to be educated on all course selections for both high school and junior high.
31. Run honor rolls for each quarter and communicate them to the local newspaper.
32. Oversee students that are enrolled in Lincoln Land Community College's CollegeNow program and Sangamon CEO program.
33. Work with Lincoln Land Community College and New Berlin instructors to create dual credit opportunities as well as check to make sure students have applied each semester and meet prerequisites.
34. Oversee homebound services as requested.

35. Identify graduation GPA designations (Summa Cum Laude, Magna Cum Laude, Cum Laude).
36. Maintain and communicate with the Society for Academic Achievement for SAA awards.
37. Assist with quarterly celebrations and Golden Honors Ceremony.
38. Assist with the preparations for graduation.
39. Keep accurate instructional and non-instructional records as required by law, district policy, and administrative regulations.
40. Communicate with families by providing opportunities to understand the instructional program and their child's progress.
41. Attend staff meetings, accept committee appointments and the responsibility for working with other staff members on projects concerned with the improvement of the total school program.
42. Maintain a professional relationship with fellow staff that encourages sharing, planning and working together toward improved instructional skill and student success.
43. Engage in opportunities for professional development in order to stay current.
44. Demonstrate professionalism towards both students and colleagues.
45. Adhere to school and district policies and procedures as well as state guidelines and remains willing to work to improve systems.
46. Perform all other duties reasonably related to position as may be assigned by the Principals and/or Superintendent.

TERMS OF EMPLOYMENT: Work days, salary and benefits are determined by teacher contract. This position has an extended contract.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy of Evaluation of professional personnel.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: \_\_\_\_\_

Date: \_\_\_\_\_