



**JOB DESCRIPTION**

<b>Job Title</b>	School Counseling Program Administrator
<b>Department</b>	Student Services
<b>Reports To</b>	Executive Director of Student Services
<b>Classification</b>	Administrator
<b>Location</b>	Administration
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

**Job Summary**

Under the direction of the Executive Director of Student Services, the School Counseling Administrator will lead and coordinate a comprehensive K-12 school counseling program. The position will work closely with all K-12 school counselors and building administrators to provide culturally responsive school counseling programs and resources to meet the needs of all students.

**Essential Job Functions**

- Provides culturally responsive leadership and direction for the School District Counseling program.
- Leads and supports school counselors by using relevant data to assess the effectiveness of School Counseling programs, recognizes strengths and makes improvements to framework, practice, and delivery as needed.
- Provides leadership and support for implementation of the Equitable School Counselors’ framework to ensure student needs are met and there is consistency and alignment of the school counseling program.
- Leads and supports school counselors with the analysis of relevant data, the understanding of school counseling within the Wisconsin Comprehensive School Counseling Model, ASCA National Model, the Equitable Multi-level System of Supports, and the PBIS frameworks.
- Provides professional development for District staff on social emotional support, asset-building language, and interventions for students.
- Assesses student needs, analyzes relevant data to make informed decisions, and supports school counselors to create intervention plans to meet student needs and improve student outcomes.
- Meets regularly with school administration concerning delivery of school counseling programming.
- Leads the development and implementation of Social-Emotional, and Academic and Career Planning services with school counselors.

- Leads the development of interventions and progress monitoring to meet student needs.
- Continuously evaluates and seeks to improve school counseling programming.
- Coordinates State Standardized Assessments at the secondary schools.
- Models ASCA Professional School Counselor Ethical Standards to maintain the highest standards of integrity, leadership, and professionalism.

#### **Ancillary Job Functions**

- Participates in the recruitment, interview, and recommendation process for new school counselors.
- Provides supervision for school counselors as needed.
- Coordinates the administration of the Youth Risk Behavior Survey.
- Participates in professional development.
- Supports ECASD mission and vision of educating the whole child.
- Accepts assignments to committees and other professional activities as requested.
- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in School Counseling, Education, Administration, or related field.
- Minimum of three years’ experience working in schools.
- Wisconsin Administrative Certification: 5051 Principal

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Three or more years of experience working as a school counselor.
- Administrative and or leadership experiences.
- Experience working with youth and families.
- Trained in culturally responsive services and equity.
- Bilingual skills an asset.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent communication skills.
- Knowledge of adolescent development stages.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Able to recognize the individual needs of students and families.
- Knowledge of educational concepts and frameworks around equity, behavior, and mental health.

- Knowledge and understanding of cultural diversity in the school setting.
- Able to be self-directed and results oriented.
- Good judgement and problem-solving skills.
- Able to travel to multiple buildings within the District and in the community in compliance with the District driving policy.
- Good organizational and time management skills.
- Able to provide professional development to staff.
- Able to use technology such as Microsoft Office suites, Excel, etc...
- Participates in after school and evening or weekend activities to support students.
- Knowledge of community resources and networking to promote school counseling and to collaborate on community projects.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office/classroom environment and moderate noise levels.
- May be exposed to potentially hazardous bodily fluids.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to have repetitive wrist/hand/finger movement to work on computer and or related office equipment.
- Regularly required to talk and hear.
- Occasionally may be required to drive to other locations.