Updated 7/22/19

**Title: District Guidance Counselor/Social Worker**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: Position is part of the Rankin Association of Teachers

Job Tasks/Responsibilities:

* Provide direct services to students:
* Identify students in need of services
* Positively interact with all students
* Provide individual counseling to students
* Provide group counseling as needed
* Lead social groups for students
* Peer mediation
* Meet required IEP minutes
* Encouraged to attend extra/co-curricular activities to support our students
* Lead the district PBIS program:
* Be highly visible to students and staff during breakfast and lunch times
* Provide weekly highlights at morning meetings
* Lead monthly assembly to celebrate successes
* Lead boot camp at beginning of the year
* Create Rebel tickets for teachers to pass out
* Develop a once a week school Greeting Program
* Address K-5 weekly in morning meeting regarding monthly theme
* Provide junior high weekly character or career education/exploration activities
* Provide K-5 monthly character lessons for each section
* Coordinate the Student of the Month Program with Student Council
* Coordinate the Teacher of the Month Program with Student Council
* JH career exploration:
* Create job shadowing opportunities for grades 6-8
* Create junior high service program
* Attend, lead, conduct, complete, and/or participate in:
* IEP meetings; domain meetings, initial, re-evaluation meetings, and annual review

for students with counseling minutes

* Social developmental studies for evaluations and other reports as needed
* Classroom observations as needed
* Parent conferences
* Staff professional development meetings
* Serve as a liaison between the district and the home
* Make proactive weekly contact with at least one family per week
* Provide parent education on interventions or other programs being implemented at the school for students
* Provide parent education in relationship to students’ needs
* Refer and provide information to students/families about community agencies and services that may assist them
* Create an online/social media presence in conjunction with the District (Facebook, Twitter, and website)
* Attend and/or lead data day and/or problem solving meetings
* Track behavior data to determine interventions needed for students
* Create supports for students with behavior and/or social/emotional needs
* Work with teachers to implement supports for students with behavioral and/or social emotional needs
* Assist the principal with interventions and discipline of students (serve as student coach/advocate related to behavioral issues and/or social/emotional needs)
* Assist with mandated trainings for staff
* Respond to student crisis situations in the building
* Call DCFS for suspected abuse
* Call ERS/SASS for suicidal students
* Properly bill for Medicaid services
* Develop and manage program for drug, alcohol, and tobacco prevention
* Develop and manage program for anti-bullying and violence prevention
* Create a JH mentor program with the GS students
* Assist with Facilities/Therapy Dog Program
* Provide report to the BOE (twice yearly - December and April)
* Promote a team approach among the staff
* Maintain high level of confidentiality at all times
* Be punctual - arrive and leave at the proper times
* All other duties as assigned considered “other”