

School Counselor

Dakar Academy Job Description

Division/Department: Support Services		Location: On Campus
Job title: School Counselor		Reports to: Director Supervises: No one
Level/Grade: All Levels	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> 10-month contract <input type="checkbox"/> 11-month contract	Hours: At least 15 hours/week
General Description: Provides counseling to staff and students.		
Preferred Qualifications: <ul style="list-style-type: none"> • Bachelor's Degree • Two (2) years of work-related skill, knowledge, and experience 		
Major Responsibilities and Tasks: <p>A. Provide counseling to students, parents, and staff</p> <ol style="list-style-type: none"> 1. Counsel individuals, individually and in group sessions, to help them understand and overcome personal, social, or behavioral problems 2. Counsel clients and patients, individually and in group sessions, to assist in overcoming dependencies, adjusting to life, and making changesAddress community groups, faculty, and staff members to explain available counseling services 3. Conduct follow-up interviews with counselees to determine if their needs have been met 4. Confer with parents or guardians, teachers, and administrators to resolve students' behavioral, academic, and other problems 5. Provide family members with information about issues and about available services and programs, making appropriate referrals when necessary 6. Complete and maintain accurate records and reports regarding the students' histories and progress, services provided, and other required information <p>B. Enforce all administrative policies and rules governing students</p> <ol style="list-style-type: none"> 1. Communicate policies and rules to students 2. Issue a warning when an infraction has occurred 3. Establish and enforce behavioral rules and procedures to maintain order among students <p>C. Assist chaplain</p> <ol style="list-style-type: none"> 1. Offer workshops on issues related to areas of expertise 2. Work with staff in dealing with crisis situations 3. Initiate or encourage activities to promotoe staff /student unity <p>D. Other duties as assigned</p>		

Other Duties:

- Serves on Administrative Team

Characteristics and Skills:

- Communicate clearly
- Maintains confidentiality

Approved by:**Title:****Date posted:****Date hired:**