



Fisher CUSD #1

School Counselor Job Description

Position Title: School Counselor

Reports To: Building Principal (Jr/Sr High School)

Employment Status: Full-Time (Certified-Staff)

Evaluation: Performance will be evaluated annually by the Building Principal in accordance with district policy and the Illinois Performance Evaluation Reform Act (PERA) framework.

Job Goal

To plan, implement, and evaluate a comprehensive, developmental school counseling program that addresses the academic achievement, college/career readiness, and social-emotional development of all students in Grades 7–12. The counselor serves as a vital advocate and leader within the school, fostering a safe, supportive environment and empowering every student to reach their full potential post-graduation.

Hours & Schedule

- **Work Year:** Standard Certified Staff Calendar (180 days) plus 14 extended summer contract days as determined by the Superintendent and Board of Education.
- **Daily Work Hours:** 8:00 AM-3:30 PM
 - *Schedule may occasionally require evening attendance for post-secondary planning nights, 7th & 9th grade orientation, financial aid workshops, and school events.*

Qualifications & Job Requirements

- **Education:** Master's Degree in School Counseling from an accredited institution.
- **Licensure:** Valid Illinois Professional Educator License (PEL) with a School Counselor (Grades K–12) endorsement.
- **Knowledge & Skills:**
 - Strong working knowledge of ISBE graduation requirements, Illinois Articulation Initiative (IAI), FAFSA mandates, and post-secondary pathways.

- Familiarity with Tiered Systems of Support (MTSS/RTI), 504 plans, and crisis response protocols.
- Proficiency in Student Information Systems (SIS) for master scheduling, grading, and transcript management.
- Exemplary interpersonal, communication, and organizational skills required for a small-school environment.

Performance Responsibilities & Duties

1. Academic Advising, Progress & Master Scheduling

- Develop, refine, and maintain the Jr./Sr. High School master schedule in collaboration with the Building Principal
- Guide students in Grades 7–12 through annual course selection, schedule adjustments, credit audit checks, and four-year academic planning aligned with career goals.
- Monitor student academic progress, identify students at risk of non-graduation or failure, and implement academic intervention plans.
- Manage dual credit, Advanced Placement (AP), and Early College & Career Academy (ECCA), Parkland College and regional CTE vocational programs.
- Oversee transcript maintenance, senior graduation audits, and class rank/grade point average calculations.

2. College, Career & Post-Secondary Development

- Implement post-secondary exploration tools across Grades 7–12 (HS - Personal Finance, JH - Career Exploration).
- PaCE Framework Integration: Align district college and career readiness activities with the Illinois Postsecondary and Career Expectations (PaCE) Framework
- Coordinate college representative visits, trade union informational sessions, military recruiter meetings, and regional career fairs/campus visits.
- Guide seniors and families through college applications, trade school admissions, military enlistment, and workforce entry.
- Manage local scholarship applications, community foundation grants, and financial aid nights.
- Ensure district compliance with Illinois' FAFSA graduation requirement in partnership with the Illinois Student Assistance Commission (ISAC).

3. Student Support & Crisis Intervention

- Provide short-term individual and small-group counseling addressing social/emotional and academic challenges.
- Act as a core member of the school crisis intervention team, providing immediate support during emergency situations.
- Facilitate referrals to outside community mental health agencies and social services when long-term care is required.
- Deliver social-emotional learning lessons in middle school and high school classrooms as needed
- Coordinate smooth grade-level transitions in collaboration with the building principal (e.g., 7th grade orientation, Freshmen orientation, post-secondary transition planning).
- Mentorship Program Coordination: Oversee the high school portion of the "Bunnie Buddies" mentor program, including recruiting, screening, and scheduling high school juniors and seniors to mentor designated elementary students.

***Support Standards:** School-based social-emotional support is intended to be short-term, solution-focused, and directly related to academic and behavioral success in the school environment. The counselor utilizes data and structured referral systems to connect students requiring long-term or intensive mental health therapy with community-based providers, maintaining primary focus on academic guidance, post-secondary readiness, and school-wide Tier 1/Tier 2 support.*

4. Assessment, 504 Plans & Various Administrative Support

- Serve as the Building/School Testing Coordinator for state and national assessments (e.g., Pre-ACT, ACT, AP and other state-administered district testing as needed).
- Coordinate ACT test preparation with school administration and teaching staff.
- Serve as the 504 Plan Coordinator for eligible students: schedule annual meetings, write accommodation plans, and monitor teacher compliance.
- Serve as an active member of the Multi-Tiered System of Supports (MTSS) / Problem-Solving Team and participate in IEP domain meetings as needed.
- Maintain strict student record confidentiality in compliance with FERPA, ISSRA (Illinois School Student Records Act), and ASCA Ethical Standards.

5. Family & Community Engagement

- Maintain proactive, open communication with parents and guardians regarding academic status, behavior concerns, and post-secondary opportunities.
- Host informational parent evening events (Financial Aid/FAFSA Night)

6. Other Duties

- Perform other professional duties and responsibilities as assigned by the Building Principal or Superintendent to support the educational mission of the school district.

Summer & Extended Contract Responsibilities

- Finalize end-of-year transcript audits, diploma checks, and official post-secondary transcript dispatch.
 - Summer, hard copy transcripts will be dispatched by the HS office secretary
- Process summer school credits, schedule conflicts, and new student class schedules.
- Prepare student schedules for fall deployment.

Professional Acknowledgement & Sign-Off

By signing below, the employee acknowledges they have read, understand, and agree to adhere to the job description, performance expectations, and professional responsibilities outlined above.

Counselor Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____