

Secondary School Counselor **Job Description**

Counseling:

- Support Individual– Social/Emotional health and well-being.
- Develop Small Groups – based on student body needs
- Large Group – Bully Prevention, Civil Schools, Drug Prevention, SEL
- Support Mediations
- Facilitate outside, community-based counselors to meet with students on campus if needed.
- Act as lead on the crisis team
- Develop crisis team
- Lead for threat assessment
- Communicate with appropriate staff when threats or crises occur
- Maintain current community resources and provide resources to students, staff, and families
- Coordinate with BOCES as needed

Coordinator

- Social Emotional Curriculum Development
- Social Emotional classes as needed
- Develop a social-emotional library for students, families and staff
- Create and facilitate social-emotional groups as needed
- Support PBiS initiatives as a team member
- Develop and support Behavior Plans as required
- Respond to behavioral referrals
- Support Transitions from one grade or building to another for students who may need this support
- Create middle school individual and new student schedules
- Act as Co-School Assessment Coordinator (SAC) with the academic advisor
- Coordinate Healthy Kids Colorado Survey if requested
- Fire Drill Zone
- Work with agencies and stakeholders for the mental health stability of our students

Co-Coordinator:

- Coordinates BETA and Connect for Success
- School Assessment Coordinator Support
- Develop mental health assemblies as requested
- Support graduation and scholarship night
- **Other duties as assigned**

