

ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP2-5**

#103877

**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS****POSITION TITLE: GUIDANCE COUNSELLOR****REPORTS TO:** School Principal

JOB SUMMARY: To work in collaboration with classroom teachers, administrators, other educational support staff and outside resources to support the social and emotional needs of students and families as well as academic planning and career counselling.

QUALIFICATIONS:

- a) Bachelor of Education Degree
- b) Teacher's Certificate issued by Manitoba Education
- c) School Counsellor Certificate issued by Manitoba Education

PERFORMANCE RESPONSIBILITIES:**1. Counselling**

School counsellor roles may include individual, group and class-wide support to provide both a prevention and an intervention service. In doing so, the Guidance Counsellor is to:

- respond to emotional, social, intellectual, academic, career, physical safety, and health needs in a developmentally appropriate manner,
- provide a safe environment that is conducive to learning,
- promote personal and social development appropriate to developmental stages,
- help students, through their families and their community, grow in areas such as self-concept and individual responsibility, and in skills such as decision making and social relationships,
- support and enhance a student's academic progress through a variety of activities, that may include individual assessments, goal setting, instruction in study habits and organizational skills, and assisting with the development of student-specific plans, and

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- provide coping strategies and foster decision-making regarding healthy social relationships.

2. Guidance Education

School counsellors may provide direct instruction to students as well as to other educators, or community groups. The counsellor may: instruct on peer helping, conflict resolution, social skills, career exploration and healthy lifestyle choices, implement personal planning, promote positive school climates, enhance the emotional/social well-being of students, act as a resource for curriculum delivery in areas related to mental health and personal safety, and is responsible for participating in professional learning.

3. Coordination

School counsellors consult and plan collaboratively with students, other educators, the school-based student services team, parents, other community agencies and external professionals in planning goals and effective strategies to promote the emotional, intellectual, social, academic, and career development of students.

The school counsellor assists in the access to, and coordination of school, division, and other community services related to counselling for mental health issues. This assistance may include information gathering, referrals, and liaison between home, school, and the community. School counsellors assist students and their caregivers with transitions between grade levels, courses, and all educational facilities and programs including Early, Middle, and Senior Years schools; institutional programs; apprenticeship, technical/vocational/cooperative education programs; and post-secondary education institutions.

Other counselling responsibilities may include, but are not limited to:

- Provide leadership for school staffs in the co-ordination of diverse resources, both within and outside of the school with professional agencies, to assist in meeting student and family needs.

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- Remain readily available for personal counselling and crisis intervention, both for individuals and in situations affecting the school or groups of students and triage student needs and situations as appropriate.
- Facilitate referral to community agencies offering complementary services in situations when additional resources are required, beyond what can be offered through the school or Division, or when the problem or the need of the student is considered to lie outside the mandate of the school. The counsellor may assist in such things as writing letters on behalf of the family, or helping to navigate essential paperwork.
- Assist in the administration, scoring and interpretation of various assessment tools to help the student and his/her parents make choices and decisions regarding career planning
- Assist the school administration in such areas as the orientation, registration, and placement of current, new and former students.
- Supply students, parents and school staff with accurate, current information on educational, career, social and personal issues, e.g. senior years credit system, occupational trends, parenting courses.
- Maintain guidance records and log entries as required by Divisional policy and prepare reports for the school and division as required.
- Function as a contributing member of the student services team and work effectively with E.S.S. clinicians, resource teachers, outside agencies, administrators, teachers and parents.
- Assume the role of Case Manager as appropriate.
- Demonstrate professional commitment to guidance and counselling through membership in local/provincial/national associations, and attendance at professional development events.
- Create and update student specific plans such as Behaviour, Curriculum Modification and Individualized Education Plans.
- Provide training in using interventions such as NVCI and the Low

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Arousal Approach as well as completing Violent Threat Risk Assessments (VTRA).

- Complete required documentation such as 8-Step Suicidal Ideation, Child In Need of Protection and Sexual Assault Protocols.
- Apply for grants to help meet the needs of students and the school clientele (for example: Breakfast programs).
- Perform other duties as required.

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