



School Counsellor

Administrative Procedure 2.B.255

Board Governance Policy Cross Reference: 1, 2, 3, 4, 12, 13, 16

Provincial Reference: Manitoba Sourcebook for School Guidance and Counselling Services.

Administrative Reference: 3.B.80 Counsellor Guidelines for Ethical Behaviour

Date Adopted: December, 2014

PHILOSOPHY

Evergreen School Division believes in a system that fosters respect, caring and good communication within and outside the school division. The major goals and tasks of the employees of the division are to honor these values in the daily interactions with staff, students, and the public and to assist in the development and implementation of a quality education system. Confidentiality is an expectation of these positions of trust in our public school system.

GENERAL POSITION DESCRIPTION

The role of the School Counsellor is to enhance and promote student learning, to facilitate the educational, personal, social, emotional and career development of students in school and in the community.

Counsellors provide a continuum of preventative, developmental and intervention services within the school setting.

RESPONSIBILITIES AND DUTIES

1) Counselling:

- Individual counselling and small group counselling
- Career counselling
- Crisis counselling
- Referrals to external agencies, other professional services and school division staff

2) Prevention:

- Primary prevention- to avert known risks by creating awareness and providing information in areas with potential to affect school success
- Secondary prevention-to provide early intervention and support to students whose difficulties have the potential to escalate and affect school success

- Tertiary prevention-to provide essential services to address immediate concerns related to existing difficulties of students
- Promotion of activities and staff professional learning related to student well being:
- Resiliency survey implementation, data distribution and reporting
- Individual Assessments- as necessary to support student learning and well-being.
- Coordinated Student Support Team Activities including Behavior Intervention Plans and case manager for EBD students as appropriate
- Student Advocacy
- Transitional planning

3) Guidance Education:

- Integrated developmental student learning outcomes
- Classroom based guidance instruction and assessment
- Personal development with an emphasis on resiliency development and mental health promotion
- Social development; teaching and modelling social skills
- Career development
- Group guidance activities
- Post-secondary education and career resource materials and programs

4) Coordination:

- Professional learning for staff related to student well being
- Consultation and collaboration regarding student needs
- Guidance and counselling related program management and evaluation
- Data-informed decision making
- Advocacy for guidance-related learning outcomes
- Time allotments and caseload management
- Children in Care registration and case management if applicable
- Participation in school based planning

The School Counsellor will provide school based consultation, planning and coordination within and beyond the school setting in the best interest of students

See 3.B.80 Counsellor Guidelines for Ethical Behaviour

Other duties may be assigned.

SKILLS / QUALIFICATIONS

In addition to counselling skills, helpful specialization skills include:

- Knowledge and understanding of resiliency development
- Knowledge/awareness of Mental Health topics/concerns
- Restitution training
- Conflict resolution skills
- Understanding of Universal Design for Learning (UDL)
- Record keeping
- Data collection and analysis

Personal skills essential to the position

- Exceptional ability to form positive relationships with students, staff, parents and other agencies
- Excellent oral and written communication skills
- Team work: collaboration and consultation skills
- Ability to work effectively with a diverse group of individuals and groups

EMPLOYMENT REQUIREMENTS

- Manitoba Teaching Certification or eligibility for certification from the Province of Manitoba
- Minimum of five years teaching experience
- School Counsellor's Certificate or ability to obtain it within three years
- Experience as a Guidance Counsellor preferred