

## **COUNSELOR/LEARNING SPECIALIST JOB DESCRIPTION**

The Counselor/Learning Specialist is directly responsible for supporting students with learning differences, social-emotional needs, academics, and college/career readiness. The Counselor/Learning Specialist will be a team member of the Counseling Department and work under the direction of the Director of Counseling.

The role of the Counselor/Learning Specialist includes duties and responsibilities in the following areas:

### Support for Learning Differences Students

- Experience in the delivery of services to students with diagnosed learning differences.
- Review students' educational evaluation reports, coordinate Minor Accommodation Planning (MAP) meetings, and identify accommodations to support student needs with the collaborative efforts of parents, teachers, counselors, and administrators.
- Develop the curriculum for and teach the Executive Skills course.
- Point person to initiate, request, and follow through with accommodations for the ACT and/or SAT testing.
- Provide consultation to counselors, teachers, and administrators with strategies to support students with various learning needs.
- Serve as a liaison between the school, families, and community agencies to coordinate testing and educational interventions as necessary.
- Provide in-service training to help faculty and staff understand and work with students with special needs.

### Social-Emotional

- Serve as the second lead on the Crisis Response Team to provide prevention and intervention services for students in crisis, at-risk students, and conflict resolution.
- Develop, coordinate, and facilitate support groups for students.
- Create and maintain a current list of resources for students needing additional mental health services.
- Implement programs for the purpose of fostering coping skills and well-being for students.
- Knowledge and experience to augment the current mental health curriculum through programs, guest speakers, workshops, etc.
- Provide consultation to counselors, teachers, and administrators for students experiencing mental health difficulties.
- Serve as a liaison between the school, families, and community agencies to coordinate mental health services with those agencies, as necessary.
- Consult with and refer parents and students to appropriate specialists including psychologists, psychiatrists, and community health providers.
- Provide in-service training on topics related to working with at-risk students.
- Responsible for collecting, tracking, and compiling data for analysis of mental health programs offered and their outcomes.

### Academic and College/Career

- Counsel students on course selection, develop a four-year plan, and monitor student grades/progress.
- Conference with teachers and parents to implement academic plans to ensure students are on track for graduation and competitive towards their postsecondary goals.
- Knowledge of college counseling to assist with all programs run through the counseling department including college testing, college tours, parent nights, and college events.
- Collect and compile announcements and enrichment opportunities to publish in the weekly 'Be in the Know.'
- Serve on the Mentor Committee and assist with developing lesson plans.
- Pursue professional growth.
- Log all communications and maintain current and confidential records in PowerSchool.
- Other duties as assigned by the Director of Counseling.

\*Admissions and Advancement functions are critical to the financial health of a thriving school. The Counselor/Learning Specialist may be asked to support various parts of these two departments outside of the regular duties.

\*There may be times when the Counselor/Learning Specialist is asked to help or support another school task that is not in the job description. All employees are expected to help and support one another when possible.

\*Privacy of written documents and conversations throughout all manager and administrative offices is expected even if it is not announced at the time of the meeting.

### Qualifications

- Master's degree in school counseling or related field
- Possession of an appropriate Pupil Services Credential and/or LPCC, MFT, or equivalent
- At least two years of successful counseling in a school setting required, preferably at the high school level

To apply, please send your resume and cover letter to Ms. Tam Ly, Director of Counseling, at [employment@lasallehs.org](mailto:employment@lasallehs.org)