



# Loudoun County Public Schools

## HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 3/18/2024

### Coordinator, School Counseling

Pay Scale: B

Level: 18

FLSA Status: Exempt

Job Family: Information Technology

Primary Location: Administration

#### Department Overview

The Department of Student Services focuses on prevention and intervention approaches in the schools and is committed to the "Education of the Whole Child" to ensure safe, healthy, and supportive learning environments for all students. The department supports student performance through special education, school counseling, student registration, health, social work, student assistance, attendance, homebound, assessment, diagnostic, psychological and parent resource services. The department includes the following teams: Student Services, Student Mental Health Services, Diagnostic and Prevention Services, Special Education Specialized Instruction, and Special Education Procedural Support.

#### Job Overview

The School Counseling Coordinator assists the Supervisor in the coordination and implementation of school counseling services in all LCPS to include but not limited to: professional learning activities; student-centered data outcomes; post-secondary program and event planning and program management.

#### Roles and Responsibilities

*The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.*

- Assists Supervisor with coordination of the work of school counselors; assists in planning and coordination of the orientation of new counselors, internship and mentorship programs; prepares reports, attends meetings, and serves on committees as requested by the Director of Student Mental Health Services and Supervisor, School Counseling Services; provides leadership and oversight of school counseling program to ensure high quality support for positive student outcomes
- Demonstrate fidelity in best practices for school counseling programs through consistent use of technology and monitoring of student outcomes
- Coordinates and provides training, monitoring and ongoing support for the delivery of Comprehensive School Counseling Programs to include supporting the LCPS Star system and the American School Counseling Association Recognized ASCA Model Program
- Collects, analyzes, and reports complex outcome-oriented data related to the effectiveness of school counseling programs with emphasis on equity and student centered approach; uses data to determine trends and concerns and communicated data results and implications to stakeholders while also assisting counselors in measuring and reporting the effectiveness of their work
- Assists counselors and principals in developing and maintaining a comprehensive school counseling programs that support positive outcomes for students
- Assists the Supervisor, School Counseling Services, in the oversight and implementation of: bullying prevention and education; the multi-tiered system of supports framework to include school based mental health services, comprehensive school counseling programs, post-secondary programs and initiatives, post-secondary prevention and intervention programs, identify barriers and implementation systemic change through data-

driven practices, support the implementation of Unified Mental Health Teams (UMHT), assists in planning and managing of the budget, determining staffing assignments, and supervising expenditures of funds in a timely manner

- Consults with staff and principals regarding specific situations and assists in problem-solving; works collaboratively with other areas of Student Mental Health Services and LCPS departments; maintains on-going communication with community agencies
- Plans, coordinates and implements annual post-secondary and wellness events including the College Fair, Mental Health and Wellness Conference, Gap Year fair, and other events requested for students and families; professional learning activities for counselors and school-based staff focused on department priorities for prevention and intervention; participates on department committees to promote leadership for priority initiatives and facilitates school counselor implementation in the schools; assists in evaluating the effectiveness of the school counseling program; determines needs, develops plans to meet needs and evaluate outcomes, and ensures that LCPS School Counseling Services are consistent with and follow the guidelines established by the Virginia Department of Education
- Fosters professional growth and building a positive climate of support, keeps abreast of current research, participates in professional organizations, and keeps staff informed of state and national issues and trends related to school counseling
- Design and facilitate frequent meetings with school counseling leaders and partners from other LCPS departments to ensure effective communication and collaboration

### **Qualifications**

*Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.*

#### **Education**

Master's Degree in School Counseling.

#### **Experience**

Five (5) years of experience as a school counselor.

#### **Licenses and Certifications**

Pupil Personnel License or Postgraduate Professional License with an endorsement in school counseling

#### **Knowledge, Skills and Abilities**

- Strong skills in effective use of data, data analysis and computer application skills
- Proven expertise and exceptional skills in large and small group, classroom, and individual counseling
- Excellent organizational, management and leadership skills
- Proven professional/leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents, administrators, and community agencies
- Excellent written and oral communication skills
- Proven ability to deliver professional presentations

### **Physical Requirements**

*The following provides a brief description of physical requirements for this job:*

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time.

Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

### **Equal Opportunity Employment**

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

### **ADA Accommodations Disclosure**

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

### **Remote Work Disclosure**

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.