GRACE LUTHERAN CHURCH & SCHOOL

7300 Division Street ■ River Forest, IL 60305 ■ 708-366-6900 ■ www.graceriverforest.org

GRACE LUTHERAN SCHOOL

5-8th GRADE COUNSELOR

DEPARTMENT: Administration, Student Support

REPORTS TO: Grace Lutheran School Principal

POSITION SUMMARY:

The school counselor at Grace Lutheran School is a part-time position. The candidate should be licensed to work in school counseling or social work. Responsibilities include but are not limited to:

- Promoting the general well-being of students
- Working with outside agencies to provide support to families
- Offering mentoring and suggestions for Teachers and other school personnel
- Developing and providing crisis intervention strategies to improve student success
- Working to maximize coping skills for students in difficult situations

Essential Functions:

- Provide referral and pre-referral consultation
- When indicated, evaluate to discover social-emotional needs and use the findings in the development of a functional behavior assessment or Behavioral Intervention Plan
- Provide regular consultation to program staff and parents in matters pertaining to the social-emotional needs of students
- Establish time in daily/weekly/monthly schedule for the purpose of: conducting student evaluations and providing direct services to children and families
- Provide support to school during crisis events/situations
- Provide in-service education and serve as a consultant to teachers and school staff members on topics related to research-based practice in response to intervention, positive behavior support and appropriate interventions
- Maintain professional competence in the field which may include attending and participating in professional organizations, workshops, and conferences; reading professional journals and other related publications; and, completing additional course work

Other Duties:

- Work with students who have social work/counseling as an identified intervention in their IEP
- As time allows, work with other students who are dealing with challenging life issues

Instruction

- Lead our Erin's Law instruction in all grades
- Lead SEL lessons at various grade levels
- Work with teachers to lead team building or conflict resolution lessons when necessary
- Lead whole group/classroom lessons that deal with specific topics like belonging, advocating for oneself, decision making, etc...

Collaboration

- Work with the teachers on how to best support our students in need
- Work with teachers to provide ideas for how to support students within the classroom
- Work with parents to provide ideas on the best ways to support students outside of school
- Advocate for students in need
- Collaborate with Principal on services for students in need

Management

- Manage paperwork documenting services provided to students who have social work in their IEP

Minimum Requirements:

- Demonstrated competence in all areas of focus
- Social work and/or counseling case reporting and writing skills
- Ability to counsel students, parents, and staff, individually and in groups
- Excellent verbal and written expression using proper grammar and vocabulary
- Exemplary work habits verified by previous employers
- Strong interpersonal skills
- Knowledge and skills of the IEP process
- Knowledge and skills working with At-Risk students
- Salary and benefits are competitive and commensurate with experience and qualifications.

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Send cover letter and resume to: Dr. Taylor-Imani Gates, Ph.D., Principal, at tgates@graceriverforest.org.

Notice of Non-Discrimination: It is the policy of Grace Lutheran School to comply with applicable state and federal laws prohibiting the discrimination of employment based on race, age, color, national origin, disability, or other protected classification.