



SCHOOL COUNSELLOR

Title

School Counsellor

Scope of Responsibilities

The School Counsellor with the Halifax Regional Centre for Education will be responsible for the coordination of the comprehensive counselling program within the school, focusing on preventative and responsive programs and services. These programs and services must be principally concerned with the personal, social, educational and career needs of all students, placing priority on the best interest of students. Consistent with the Department of Education and Halifax Regional Centre for Education policies, the School Counsellor will work within an established framework for the delivery of specialized services to students. Working collaboratively in a team environment, the School Counsellor will demonstrate a strong commitment to the school improvement process in support of student learning and reports directly to the School Principal.

Competencies Required

The School Counsellor in the Halifax Regional Centre for Education shall have the following competencies:

- (a) The ability to provide individual and group counselling in personal, social, career and educational areas;
- (b) The ability to manage a comprehensive counselling program and evaluate the effectiveness of the program;
- (c) The ability to build supportive climates for students and staff;
- (d) The ability to understand and support the issues and techniques around community partnerships and inclusive education;
- (e) The ability to exercise ethical decision-making;
- (f) The ability to identify resources and information related to assisting students;
- (g) The understanding of, and ability to carry out, policies and procedures of the Halifax Regional Centre for Education;
- (h) The ability to make presentations to staff, school and community groups;
- (i) The ability to plan and conduct in-servicing for staff;
- (j) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (k) The ability to work and communicate effectively within the Halifax Regional Centre for Education, with students, parents/guardians, community members and external groups;
- (l) The desire and ability to engage in continuing education and professional development;
- (m) The ability to maintain and promote confidentiality.

Qualifications

- (a) A valid Nova Scotia Teacher's Certificate;
- (b) Master of Education Degree in Counselling, Counselling Psychology or equivalent;
- (c) Mandatory masters courses must include counselling theory*, counselling practicum (must include a course seminar and evaluation component)*, counselling skills*, professional ethics, group counselling theory and practice*, school counselling programs, career and transition counselling, cultural responsiveness in equity and inclusion within a counselling context.

*Courses related to counselling skills and practice are encouraged to be completed in an education setting and in-person rather than virtually;
- (d) Minimum 400-hour supervised practicum component (inclusive of 150 direct client hours and 50-75 group hours), preferably in a school-based practicum setting;
- (e) Demonstrated proficiency with the CCPA Code of Ethics and Standard of Practice as a school counsellor.

Specific Job Components

The School Counsellor shall perform tasks as are assigned by the School Principal. These tasks may vary from time to time with the evolution of the organization and may include, but are not limited to the following:

- (a) Provide individual and group counselling to students addressing difficulties in dealing with relationships, personal concerns and crisis counselling to promote changes in attitudes, skills, behaviour, knowledge and/or awareness;
- (b) Consult with parents, teachers, other educators and community agencies regarding strategies to assist students;
- (c) Assist classroom teachers in the integration of comprehensive counselling curriculum into specific subject teaching ranging from consultation to team teaching;
- (d) In response to specific student needs assist staff with conflict resolution programs, anger management programs and organizing peer helping programs;
- (e) Coordinate, plan and direct life and career planning activities and experiences to help students plan, monitor and manage their learning and assist them in the development of their goals, plans and vision for the future which may include orientation to the various levels of the education system and counselling on educational choices;
- (f) Participate as required as a member of the School Program Planning Team;
- (g) Promote the comprehensive counselling program, ensuring that staff and parents are aware of the various components;
- (h) Other duties as assigned.