

Red River Parish School Board

Job Description

TITLE: SBLC/504 School Counselor

Qualifications: Valid LA School Counselor Certificate, three (3) years successful experience.

Master's degree in Guidance and Counseling from a regionally accredited institution classes or the equivalent listed in Bulletin 746

Superordinate: Director of Special Education Service

Performance Responsibilities

1. Coordinate and conduct the initial, reevaluation and yearly IAP process to determine students eligible for services under Section 504.
2. Support SBLC teams in identifying educational needs, supports, and services for students eligible for 504 services
3. Guide parents and teachers through the process of obtaining accommodations/interventions/SPED referrals
4. Provides guidance and support for the effective use of behavioral support tools
5. Provides training, explanations, and modeling regarding best practices in intervention implementation.
6. Provides observations and coaching to assist teachers and others in implementing interventions with fidelity.
7. Responsible for maintaining updated electronic files for all students in the SBLC/504 process
8. Meets the Professional Development requirements of Bulletin 1525.
9. Performs any other duties as assigned by superordinate.

Professional Ethics

1. Maintain good attendance
2. Reports to work on time.
3. Adheres to Red River Parish School Board's dress code (GAMB)
4. Promotes harmony between: principals, teachers, students, and staff.
5. Accepts and supports administrative decisions.
6. Displays professional ethics on and off duty.
7. Maintains a positive attitude of promoting school and community relations.
8. Fosters good community relations.
9. Participates in harmonious working relationship with peers, parents and community relations
10. Maintains confidentiality in matters relating to students and staff.
11. Adheres to the Red River Parish School Board's Sexual Harassment Policy (GAEEA) and Employee Conduct (GBRA).

The signature below indicates that the primary or secondary evaluator has reviewed this job description with the person whose signature appears in the employment signature space.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor

Date

Terms of Employment: 9 Months