



6. Administer a yearly needs assessment within the first 6 weeks of school to determine counseling groups.
7. Coordinate and run at least one social/emotional group throughout the school year, with a minimum of 14 sessions, as well as provide at least one SAIG with a minimum of 6 sessions per group.
8. Assist in the administration of standardized testing as well as help students in evaluating their aptitudes and abilities by interpreting individual standardized test scores and other data.
9. Interpret attendance, cumulative, activity, and transcript records for assigned students.
10. Communicate information relating to students with teachers, administration, other staff, and families to collaborate services effectively while protecting student confidentiality.
11. Continually assess current goals and objectives for the counseling department and revise as needed.
12. Compile information as requested concerning students.
13. Follow best practices and requirements as they relate to the job description.
14. Perform other job related duties and assume such other professional responsibilities as the principal or department chair may assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.