



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY  
4812 W. PFEIFFER ROAD  
BARTONVILLE, IL 61607

SERVE • EDUCATE • PREPARE

## ***School Counselor***

### ***2026-2027 School Year***

Reports to: Special Education Administrator

- Master's Degree from an accredited School in School Counseling.
- Illinois Licensure

School Counselor Function: The school counselor will focus on providing counseling intervention and facilitating communication among three distinct systems; school, home, and community.

Responsibilities: In meeting that function, the school counselor will be expected to perform tasks outlined in the following categories:

#### **I. Identification and Assessment:**

*During the process of identification of children in need of services and assessment of their needs the social worker will:*

- A. Participate in the RtI process as indicated by their assigned school district administration and SEAPCO administration.
- B. Participate within the case study evaluation process by obtaining a social developmental study on each new referral.
- C. Document data obtained during the social developmental study to be included as part of the child's record.
- D. Participate with other members of the interdisciplinary team in the Individual Educational Plan Eligibility conference.
- E. Collaborate with school personnel to identify children in need of services who require counseling intervention.
- F. Assist school personnel in recognizing unmet needs of students by providing consultation to school personnel, parents and students.
- G. Maintain progress notes and update IEP goals as directed.
- H. Attend annual IEP reviews and update goals as required.



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY  
4812 W. PFEIFFER ROAD  
BARTONVILLE, IL 61607

SERVE • EDUCATE • PREPARE

**II. Intervention with Individuals/Groups:**

*The school counselor may utilize their professional and personal skills in order to:*

- A. Provide individual and/or group counseling to children as directed by the student's IEP and consultation to parents and teachers to assist them in solving social/emotional problems which prevent optimum school performance.
- B. Facilitate groups of children with similar concerns in order to provide a learning environment wherein the group members can enhance problem-solving skills and increase communication skills, while giving and receiving support from one another.
- C. Assist with Crisis Intervention as requested.

**III. School/Home/Community Liaison:**

*The school counselor will facilitate communication between school, home and the community. In that context, the social counselor may:*

- A. Make home visits to understand the family constellation and the student within that context.
- B. Share knowledge of child development and methods of coping with student/family difficulties through contacts with families.
- C. Facilitate referrals regarding family needs to existing community agencies.
- D. Act as communication link between school, home and community regarding aspects of the case study evaluation; supportive and education services available, including the Response to Intervention process, that are available through the school; and an understanding of public laws which affect education process