

## **Evanston Township High School - School Counseling Intern Job Description**

**Job Title:** School Counseling Intern

**Reports to:** A School Counselor in the Student Services Department

**Qualifications:** The school counselor intern must be currently enrolled and in good standing in a university's Master of School Counseling program and be pursuing the State of Illinois Professional Educator License (PEL)–School Counselor Endorsement. Individual initiative, professional collaboration and teamwork is necessary. Fluent in Spanish or other languages preferred, but not required.

**Job Description:** The school counselor intern will perform the following: supervised individual & group counseling, academic advising, post high school planning and support, grade level teaming, school-wide collaboration as needed and participation in professional development.

### **Expectations:**

Provide Students with the following:

1. Caseload management - assigned by site supervisor
  - a. Yearlong support of caseload, their families, teachers & teams
2. Social-Emotional Counseling- nurturing, proactive, solution-focused counseling
  - a. Scheduled & Drop-in
  - b. Risk Assessments PRN
  - c. Crisis Care PRN
3. Academic Counseling (not limited to)
  - a. Advising, developing and implementing four year plans
  - b. Assist in ICAP Development
  - c. Credit Check Coordination
  - d. KitConnect Program Support
4. Post Secondary Counseling (not limited to)
  - a. Post High School Planning
  - b. College & Career Search
  - c. Application Process Support
  - d. Financial Aid & Scholarship Assistance
  - e. FAFSA and Alternate Application for Illinois Financial Aid Completion Support
  - f. College Essay, Personal Statement, Resume Writing Support
  - g. Workshop Development
  - h. Exploration in SchooLinks
5. Group Counseling Lessons
6. Participate in Student Support Team(MTSS)- Grade Level Team, 504 Team and IEP Team Meetings
7. Participate Counselor, and Student Services Department Meetings
8. Additional Responsibilities: Data Review, Progress Monitoring, Program Assessment

**Work Days/Hours:** This internship is three days a week—from 8:00 am to 4:00 p.m. and occasional evening events. Start date mid-August (specific date TBD) through late May.

**This is an unpaid internship.**