



### SCHOOL COUNSELOR

**Department:** Instruction

**Pay Grade:** 110

**FLSA Status:** Exempt

#### GENERAL PURPOSE

Provides opportunities for students to achieve their maximum potentials intellectually, physically, socially and emotionally through individual and group counseling. To provide guidance services to all students through a developmental approach. Consults with parents, teachers, administrators, and outside professionals concerning the needs of any students. Spends 80% of the time working with students. Provides students with guidance in a wide variety of issues, up to and including: aging, depression, relationships, and stress. Facilitates standardized testing.

#### ESSENTIAL JOB FUNCTIONS

- Conducts guidance services in grades 5-8.
- Conducts individual and group counseling with students.
- Consults with parents, as required by State Department guidelines.
- Remains readily available to students in order to provide counseling that will lead each student to increased personal growth, self-understanding, maturity and academic success.
- Takes an active role in interpreting the school's objectives for students, parents, and the community at large.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the guidance department.
- Offers recommendations to teachers in order to promote guidance objectives by the classroom teacher throughout the year: i.e., developmental guidance.
- Aids teachers in developing strategies that will improve learning and comfort for students.
- Provides classroom guidance presentations to all grades as scheduled by the guidance director.
- Consults with staff, parents, and outside professionals about any student's developmental concerns.
- Refers to outside agencies as necessary.
- Coordinates the overall guidance program within the school setting.
- Assists staff in educational evaluation and screening as needed.
- Works with standardized test coordinator in assuring that required testing is completed.
- Prepares annual inventory of materials and supplies.
- Ensures that cumulative records are maintained in accordance with "Management of Student Records" guidelines.
- Interprets standardized test results to teachers, parents, and others as needed.
- Updates professional knowledge in education through professional journals, books, organizations and attendance of workshops and conferences.

- Maintains records of student's contacts.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Master's degree with a major in Guidance and Counseling required
- Required course work:
  - Psychology
  - Testing and measurement
  - Sociology and education
- A certificate as a guidance counselor as set by State Certification Regulation of Teachers with as endorsement in middle guidance.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of curriculum and instruction, and other student related services.
- Knowledge of the use and development of data disaggregation assessment systems, and dissemination of information.
- Knowledge of assessments, analysis, and interpretation in regards to student achievement.
- Knowledge and experience within the CTE field.
- Knowledge in all areas of curriculum and instruction.
- Skill in integrating technology into curriculum and instruction.
- Skill in planning and human relations skills.
- Skill in oral and written communication.
- Skill in consensus building and teamwork.
- Skill in administrative leadership field.
- Skill in using integrated student information systems.
- Ability to articulate and present analytical data to a variety of audiences.
- Ability to read and interpret reports and test data.
- Ability to write reports and express ideas effectively in both oral and written form.
- Ability to use computer technology in an administrative and educational setting.
- Ability to solve problems.

### **WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise and sound levels in the work environment are usually quiet.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers, handle, or feel and talk or hear. The employee frequently is required to stand, sit, and reach with hands and arms. The employee is occasionally required to walk. The employee may occasionally need to lift and move up to 20 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date