

**Counselor**  
**New Hanover County Schools**

**Job Description**

**Class: Certified**

**Dept: School**

**TITLE:** Counselor

**QUALIFICATIONS:**

1. Valid school counseling certificate for North Carolina.
2. Other qualifications as the Superintendent and Board of Education may find appropriate.

**REPORTS TO:** Principal

**JOB GOAL:** To utilize leadership, advocacy and collaboration to promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school/counseling issues.
2. Develop, maintain and communicate a written plan for effective delivery of the school counseling program based on NC Comprehensive School Counseling Standard Course of Study and current individual school data.
3. Implement developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
4. Assist all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans. Uses majority of time providing direct services.
5. Accurately and appropriately interprets student data. Monitor student academic performance, behavior and attendance and assist with appropriate interventions.
6. Collaborate with parents/guardians and educators to assist students with educational and career planning.
7. Consult and collaborate effectively with colleagues, students, parents, administrators and other educational/community resources regarding students with identified concerns and needs.

8. Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
9. Implement an effective referral and follow up process.
10. Provide appropriate information to staff related to the comprehensive school counseling program.
11. Strive to maintain and improve professional competence. Participate in the development and support of the broad school vision.
12. Attend staff meetings, serve on staff committees and carry out non-instructional duties as required or assigned.
13. Conduct ongoing program reviews, based on data analysis and measured results, to guide program direction and emphasis.
14. Perform related duties and responsibilities as required by the Principal.

***The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.***

Terms of Employment: Ten month work year/FLSA Exempt

Starting Salary and/or Grade: Salary based on state salary scale

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board, local and state policy on evaluation of School Counselors.

**Knowledge, Skills and Abilities:**

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, students, and parents.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Demonstrate extensive skills in counseling and motivating students.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Ability to constantly monitor the safety and well-being of students.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.