

MIDDLE SCHOOL COUNSELOR

Minimum Qualifications:

Pupil Personnel Services Credential: Previous experience is desirable.

Immediate Supervisor:

The Middle School Principal

Hours and Days of Work:

Revised to 195

The middle school counselor works ~~190~~ days a year. Normal hours are 8:00 a.m. to 5:00 p.m.

Major Duties and Responsibilities:

Works with students individually and in groups to help them develop self-understanding, self-confidence, and skills in problem-solving and decision-making.

Counsels with students who exhibit academic, social, attendance, or emotional problems which adversely affect optimum educational development.

Assists students in understanding educational and career opportunities.

Assists students in developing skills in decision-making, goal-setting, and planning to achieve goals.

Works with staff, parents, and community in developing programs to meet the unique needs of the 6th, 7th and 8th grade students.

Collects, organizes, and makes available to teachers and parents information about the needs and abilities of middle school students and effective ways of working with these students.

Assists the principal and vice principal in general supervision duties.

Provides all students with the opportunity of either individual or group counseling, including matters concerned with student academic or social behavior.

Plans jointly with administrators, teachers, psychologists, and other approved district staff members for the improvement of the educational program.

Provides for all students a formalized program or career guidance.

Provides an extra-school referral system for instances in which sources within the school are deemed inadequate in dealing with a student's concern.

Provides all students with services for academic advising, course selecting, and articulation between 5th & 6th grades and 8th & 9th grades.

Assists with the development of appropriate educational plans for those students whose intellectual and social behavior prevent them from profiting to the maximum of their abilities in school environments.

Provides materials for student self-evaluation through group test administration and interpretation of group test results.

Refers students to the school psychologist for psychological services, including individual testing when deemed necessary.

Keeps and maintains school records and provides written referrals to appropriate agencies.

Interprets school programs and guidance functions to individuals and community groups upon request.

Stays well informed on state laws and professional ethics in counseling with youth and on current policies and procedures of all community mental health and social agencies.

Advises, cooperates, or participates where possible in major decisions involving budgeting, staffing, curriculum, and discipline.

Works with the Crisis Intervention Team when necessary.

Performs other reasonable duties as assigned by the principal.

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