

**POSITION TITLE:** School Counselor

**QUALIFICATIONS:** Postgraduate professional license with endorsement as school counselor pre K-12. Exceptional communication, public relations skills and excellent organizational and planning skills. Must have the ability to establish and maintain effective working relationships with students, teachers, school administrators, central office staff, parents, and community representatives. Must possess the ability to work under pressure and effectively plan, organize and coordinate work independently. Must be adaptable to changing priorities and be able to successfully complete multiple assignments simultaneously. Must have comprehensive knowledge and understanding of the social and cultural foundations of education. Must possess an understanding of lifespan career development and the skills and processes for counseling students to include individual and group counseling for academic, career and personal and social development. A comprehensive understanding of the knowledge, skills and processes of student appraisal and assessment relative to school guidance and counseling programs, including individual and group assessment is essential. Must have an understanding of the skills and processes of research and evaluation aimed at improving school guidance and counseling programs. Must have the ability to counsel students and parents on sensitive problems and to communicate ideas clearly and concisely, orally and in writing.

**PERFORMANCE EXPECTATIONS:** Counsels with students individually and in small groups for specifically identified needs including personal, academic and vocational growth. Consults with parents, school staff, other pupil personnel specialists and community agency personnel to help student experiencing problems. Meets with students to provide information on curricular and extra-curricular alternatives and the career goals to which they may lead. Assists students in making appropriate vocational choices. Assists students and parents in the preparation and processing of college, scholarship and employment applications. Provides orientation for new students. Assists in identification, referral and appropriate placement of students with special needs. Assists parents in monitoring academic progress of students. Provides appropriate feedback to teachers regarding needs of students. Provides counseling for departing students, transfers and dropouts. Assists with the coordination and interpretation of standardized testing. Participates in curriculum development and serves on faculty committees. Attends staff meetings and department sponsored workshops. Performs related tasks as required.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs professional work advising, assisting and counseling students. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

**REPORTS TO:** Principal

**PAY SCHEDULE:** Teacher Salary Schedule

**LENGTH OF CONTRACT:** 210 Days (10 months), 216 Days (11 months) or 260 Days (12 months)

**FLSA:** Exempt