SCHOOL COUNSELOR

POSITION: School Counselor
REPORTS TO: Site Administrator/Supervisor
LOCATION: Various Locations

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:
Counselors will be responsible for delivering the developmental guidance program for grades K-12 to students, parents, and staff which includes: individual and group counseling, classroom guidance, career guidance, consulting with staff and parents, individual student appraisal, and staff development.

- Counseling – assists students through individual and small group sessions to understand and accept themselves and other, resolve conflicts in a peaceful manner, adjust to school settings, overcome crisis situations, etc.
- Consultant – works closely with administration and staff to meet individual student needs, including special programs and staff development.
- Pupil appraisal – coordinates the accumulation, organization, and, maintenance of confidential pupil files. Interprets this information to help identify students with special abilities and needs.
- Parent assistance – conducts individual and group conferences with parents and serves as a resource person on child growth and development issues.
- Referral – coordinates referrals to other specialists in pupil personnel services, instruction, and agencies in the school and the community.
- Program Planning – coordinates activities of school personnel, parents, students and community in planning and developing the guidance program.
- Career development – coordinates and implements a career awareness program, including curriculum suggestions to teachers.
- Change agent – attempts to change aspects of the school environment that are detrimental to the development of the child.
- Ombudsman - acts as a spokesperson and advocate for the individual student.
- Behavior modifier – acts as a resource person to the teacher by intervening to change the disruptive behavior of students.
- Public relations – interprets guidance services to school staff, parents, and community groups through special programs and media.
- Enrollment interviews – coordinates interviewing of new students and parents prior to enrollment, including preliminary diagnostic testing.
- Crisis intervention – provides appropriate assistance for such issues as a child abuse, suicidal tendencies, and substance abuse.
- Instructional support service – assists classroom teachers in a support/resource capacity with the delivery of health education programs as outlined in the proposed state health education framework.
Additional responsibilities may be assigned by the Supervisor of School Counseling and the school Principal.

QUALIFICATIONS:
In order to be considered for this position, an applicant shall hold a professional teacher’s certificate with an endorsement as a K-12 school counselor.
- Recent teaching or counseling experience preferred;
- Possess an in-depth knowledge of guidance and counseling; and
- Demonstrate a desire to help others.

TERM OF EMPLOYMENT:
Full-time, ten-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC