

Ashland Independent Schools

Certified Job Description

POSITION:	<u>Part-Time Head Start Counselor/Mental Health Coordinator</u>
QUALIFICATIONS:	<ol style="list-style-type: none">1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position2. Shall demonstrate the ability to work effectively with students, peers, and adults.3. Shall demonstrate the ability to communicate effectively with students, parents, and faculty.
REPORTS TO:	Head Start Director
PHYSICAL QUALIFICATIONS:	Shall have the ability to sit, lift, stoop, push, pull, any and all body movements as relates to the job description.
JOB GOAL:	To support students' cognitive and affective development.
PERFORMANCE STANDARDS:	<ol style="list-style-type: none">1. Demonstrates professionalism.2. Demonstrates program management, research, and evaluation skills.3. Implements developmental guidance curriculum.4. Conducts individual/small group counseling.5. Provides consultation/collaboration/coordination.6. Demonstrates professional leadership.7. Arrange and implement training for Head Start staff, parents, and families in mental health education.8. Design a system that provides active involvement of Head Start parents in planning and implementing mental health intervention for their children.9. Develop a communication system between Head Start and Primary.10. Help design a plan with Head Start Development Interventionist activities and responsibilities that will promote continuity and support for children and families leaving Head Start.11. Demonstrates implementation of technology in teaching and learning.12. Acts in accordance with the by-laws and policies as set forth by the school/council/Ashland Independent Board of Education, Kentucky Revised Statutes and school council policies.13. Performs instructional duties as prescribed in the Ashland Independent Board of Education/school council policies.14. Performs other duties as assigned by the Director in accordance with the best interest of the school, students, and district.
TERMS OF EMPLOYMENT:	Salary and work year to be established by the board of education per the district's salary schedule.
EVALUATION:	Performance of this position will be conducted in accordance with the board policy on Evaluation of Certified Personnel. Evaluation of school counselors will be conducted by the building principal or their designee.

9/28/2015