

**Ashland Independent Schools
Certified Job Description**

POSITION: **School Counselor**

QUALIFICATIONS: **Shall** hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
Shall demonstrate the ability to work effectively with students, peers, and adults.
Shall demonstrate the ability to communicate effectively with students, parents, and faculty.

REPORTS TO: Principal

SUPERVISES: Clerical assistants

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 provide a comprehensive counseling program focused on the learning, personal/ social and career/vocational needs of all students.

PERFORMANCE STANDARDS:
Demonstrates professionalism.
Demonstrates program management, research, and evaluation skills.
Implements developmental guidance curriculum.
Conducts individual/small group counseling.
Provides consultation/collaboration/coordination.
Coordinates assessment.
Demonstrates professional leadership.
Demonstrates implementation of technology in teaching and learning.
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.
Performs instructional duties as prescribed in the Ashland Independent Board of Education/school council policies.
Performs other duties as assigned by the Principal 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.

Elementary 190

Middle school 205

High school 205

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.

