

SCHOOL COUNSELOR

JOB QUALIFICATIONS

Licenses/Certifications

Georgia certification at the S-5 Level or Non-Renewable School Counseling certificate required.

Education

Master's degree in related field required.

Skills

Knowledge of basic counseling skills, management, and leadership; ability to work with individuals, small groups, classroom groups, and collaboratively with stakeholders; ability to communicate effectively; demonstrated skills in oral and written communication; demonstrated skills in organization and problem solving; ability to analyze existing processes and identify areas for improvement; and ability to act as a representative of Gwinnett County Public Schools.

Work Experience

Previous counseling experience preferred.

PRIMARY RESPONSIBILITY

Provide support and leadership in the implementation of a comprehensive, data-driven school counseling program aligned with the district and school's mission to promote academic, social-emotional, and college/career development, while ensuring equity and access for all students.

ESSENTIAL JOB DUTIES

1. Provide relevant student learning experiences supporting academic achievement, college and career readiness and social emotional growth.
 - a. Demonstrate an understanding of the comprehensive counseling program components in accordance with the district's 21st century comprehensive counseling framework.
 - b. Utilize district's standards and competencies in comprehensive school counseling program planning that support student mindsets and behaviors.
 - c. Creates annual, data driven goals that advance student outcomes in areas of academic achievement, career/college readiness, and social emotional development.
2. Demonstrates the ability to design, implement, analyze and document outcomes of a comprehensive school counseling program aligned to district, state and national standards.
 - a. Delivers responsive services such as crisis response as needed.
 - b. Coordinate with school staff to provide supportive instructional classroom activities that relate to student academic achievement, college and career goals and social emotional needs.
 - c. Conduct individual and group counseling with students to support their academic, college and career readiness, and social emotional needs.
 - d. Design and implement a data driven school counseling program for all students to address student learning barriers and close the achievement/opportunity gap.
3. Demonstrate a commitment to school counseling professional ethics and professional growth opportunities.
 - a. Maintains appropriate confidentiality of student information and records.
 - b. Adhere to legal and ethical guidelines and professional standards of the school counseling profession.
 - c. Attend and participate in faculty and district level meetings and other staff development, in addition to professional growth activities as needed and/or supported by the principal.
 - d. Apply newly acquired knowledge and skills in the planning and implementation of a comprehensive school counseling program.
4. Communicate effectively with students, parents/guardians, district, school personnel, and other stakeholders.
 - a. Model correct use of oral and written language.
 - b. Interact in a professional manner with students, parents, and staff.
 - c. Demonstrate punctuality, maintain regular attendance, and make necessary arrangements for absences.
 - d. Create a climate of accessibility for parents and students by demonstrating a collaborative and approachable style.

5. Promote a safe, positive learning environment, which is inclusive of all students.
 - a. Demonstrate belief in the capacity of all students to be successful.
 - b. Facilitates access to appropriate educational learning experiences for all students to reach their educational goals.
 - c. Fosters school and family collaboration to support positive student outcomes.
6. Perform other duties as assigned.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit for extended periods of time. Employee is also required to talk, hear, stand, and walk. The employee may be required to use hands to finger, handle, feel, and/or reach. Employee is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.