

Coosa County Schools Job Description

JOB TITLE: COUNSELOR

QUALIFICATIONS:

1. Master's Degree and valid Alabama Certification in school counseling
2. Three years experience in teaching or counseling.
3. Basic computer skills.
4. Background clearance through FBI and ABI process.

REPORTS TO: Principal

JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans.

PERFORMANCE RESPONSIBILITIES:

1. Regular and punctual attendance; full compliance with system sick leave and personal leave policies.
2. Aid students in academic planning and occupational decisions by evaluation of their aptitudes and abilities through the interpretation of cognitive, aptitude and achievement tests and other pertinent data.
3. Discover and develop abilities of students and resolve educational disadvantages.
4. Registration, orientation, and academic advisement for new students.
5. Works to prevent students from dropping out of school.
6. Remains readily available to students to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
7. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
8. Plans guidance field trips to schools, colleges, and industry for interested students.
9. Supervises the preparation and processing of college, scholarship, and employment applications.
10. Guide students in their participation in school and community activities.
11. Maintain and protect student records and information per state and federal regulations.
12. Confers with parents whenever necessary.
13. Provide in-service training in guidance for teachers, assist in the orientation of new faculty members.
14. Works closely with Special Education personnel.
15. Consult with the school principal to identify and resolve student issues, needs, and problems.
16. Performs such duties as the Superintendent/Principal feel are needed in order to make the total school program operate effectively.
17. Be familiar with and follow Board of Education policies.
18. Maintain proper and professional relationship with students, parents, other employees, and the public.
19. Respect the confidentiality of information pertaining to students, staff, and school system.
20. Other assigned duties, respecting counseling job description.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements of the State Department of Education.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.