

Lauderdale County Schools
Florence, AL

Job Description

Position: Counselor

Department: Instructional Operations

Reports To: Principal

FLSA Status: Exempt

Contract Days: 240, 202 days

Salary: Based on the System Salary Schedule

Qualifications:

1. Minimum: Bachelor's degree in Education from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

Purpose of Job

To provide a comprehensive counseling and guidance program for students; also to consult and collaborate with teachers, parents, and staff to enhance effectiveness in helping students. Provides support to other school educational programs.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, implements, evaluates, and revises an annual school guidance and counseling plan in accordance with standards set forth by the State Plan and commensurate with the local system plan.
- Guides, consults with, and counsels groups and individual students through the development of personal, social, educational and career plans.
- Consults and collaborates with teachers, nurses, staff, and parents in understanding and meeting the needs of students.
- Works with the administration to set schedules for teachers and students.
- Refers at-risk students and their parents/guardians to appropriate specialists, special programs, or provides information about outside agencies.
- Participates in activities that contribute to the effective operation of the school, which includes but is not limited to, serving as the building test coordinator; giving analysis and interpretation of test results to provide information about educational, career tech, and personal/social needs; provide orientation for new students, parents/guardians, and faculty.
- Performs such other tasks and assumes such other responsibilities as the Principal may assign.

Additional Job Functions

Perform other duties as assigned.

Evaluation

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

*Employee Signature: _____ Date: _____

Employee Printed Name: _____

All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.

Approved May 30, 2018 Board Meeting (#18)