



## Richmond County Schools

Dr. Joe Ferrell, Superintendent  
118 Vance Street, Hamlet, North Carolina 28345  
Phone: 910-582-5860

---

**POSITION:** Elementary School Counselor

**REPORTS TO:** Principal

**JOB DESCRIPTION:**

School counselors use leadership, advocacy, and collaboration to support student success through a comprehensive counseling program that addresses academic, career, and personal/social development. Their work aligns with the North Carolina State Board of Education's mission to ensure every student graduates ready for college, career, and life in a global society.

**QUALIFICATIONS:**

- Must hold a Master's Level School Counselors License
- Maintain Licensures and CEUs

**ESSENTIAL JOB FUNCTIONS:**

- Develops and manages a comprehensive school counseling program in collaboration with administrators, aligned with state standards and school data
- Communicates program goals and resources to students, staff, families and community stakeholders
- Delivers direct services through guidance curriculum, individual planning, and responsive counseling with emphasis on prevention and student development
- Guides students in academics, career and personal goals through individual and group sessions

- Uses and interprets student data to inform planning, interventions, and support strategies
- Collaborate with families, educators, and community partners to address student needs and support success
- Provides counseling for students with personal, social, or academic concerns and manages referrals and follow-ups as needed
- Supports school staff in understanding and utilizing student data; shares program information and outcomes
- Participates in professional development and integrates technology to improve counseling services
- Ensure compliance with legal, ethical, and professional standards
- Conducts annual program audits, evaluates effectiveness, and adjusts programming based on outcome data
- Monitors student performance and behavior, facilitating interventions when necessary

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

**Employment will require extensive background check.**