



## Richmond County Schools

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

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### **POSITION:**

### **SCHOOL COUNSELOR**

### **REPORTS TO:**

Principal

### **JOB DESCRIPTION:**

The Middle School Counselor supports student success by implementing a comprehensive school counseling program that promotes academic achievement, career readiness, and personal/social development. Through leadership, advocacy, and collaboration, the counselor addresses the diverse needs of students and aligns services with the North Carolina Comprehensive School Counseling Standard Course of Study.

### **QUALIFICATIONS:**

- High school diploma or equivalent
- Bachelor's degree from an accredited institution
- Master's degree in School Counseling or related field
- Must hold or be eligible for a North Carolina Professional Educator's License in School Counseling
- Demonstrated experience working with middle school students
- Strong knowledge of academic, career, and social-emotional development
- Ability to interpret and use student data to guide interventions and programming
- Commitment to ethical standards and continuous professional development

### **ESSENTIAL JOB FUNCTIONS:**

- Develop and manage a comprehensive school counseling program aligned with NC standards and school data
- Collaborate with administrators and stakeholders to communicate program goals and services
- Deliver classroom guidance lessons that support academic, career, and personal/social development
- Provide individual and group counseling to address student concerns and promote well-being
- Assist students in setting academic and personal goals through individual planning sessions
- Interpret and utilize student data to inform instruction, interventions, and planning
- Collaborate with parents, teachers, and community partners to support student success
- Implement effective referral and follow-up processes for students needing additional support
- Maintain accurate records, including assessments, interventions, and student progress
- Participate in professional development and use technology to enhance counseling services
- Monitor student academic performance, attendance, and behavior to identify needs and interventions
- Conduct annual program audits and analyze data to evaluate program effectiveness
- Adhere to ethical standards, legal requirements, and district policies in all counseling practices

### **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.**