



JOB INFORMATION

TITLE: Middle School Counselor

EMPLOYEE GROUP: Professional **ADDITIONAL JOB CODES:** 304

SHIFT: Per Contract

TERM OF EMPLOYMENT: Per Contract

HOLIDAYS: As Per School Calendar

LOCATION(S): As Assigned

RATE OF COMPENSATION: Per Contract

FSLA: Exempt X **Non-Exempt** _____

Last Edited On: 11/30/2017 **Board Approval Date:** 01/15/2018

ORGANIZATION

DEPARTMENT: Professional **REPORTS TO:** Director of Pupil Personnel and to the Building Principal where performing services

JOB SUMMARY & QUALIFICATIONS

QUALIFICATIONS

- a. Possess an Educational Specialist I certificate as an Elementary or Secondary School Counselor as validated by the Pennsylvania Department of Education.
- b. Preferably have a minimum of three (3) years professional educational experience.

SCOPE OF RESPONSIBILITIES

- a. School Counseling Curriculum
- b. Individual Planning
- c. Responsive Services
- d. System-wide Support Services
- e. Miscellaneous Responsibilities

ESSENTIAL FUNCTIONS

SCHOOL COUNSELING CURRICULUM

A Middle School Counselor shall provide developmental and structured training in the following areas:

- a. Academic Development – Teach strategies that support and maximize student learning.
- b. Career Development – Develop awareness in all students of the skills, attitudes, and knowledge that enable them to make successful transitions from middle school to high school and ultimately to the world of work.
- c. Personal/Social Development – Help students develop the skills for personal and social growth.

INDIVIDUAL PLANNING

A Middle School Counselor shall direct activities to help all students plan, monitor and manage their educational, career and personal development.

- a. Academic Planning – Assist students in orientation to the school environment; review, organize and purge student records according to district procedures; group all students into appropriate classes; assist with standardized testing.
- b. Career Planning – Assist students in recognizing personal interests and abilities and in relating these traits to their success in the world of work.
- c. Personal/Social Planning – Assist students in recognizing their strengths and areas for improvement. Assist students in strengthening their decision-making skills.

RESPONSIVE SERVICES

A Middle School Counselor shall identify interventions and deliver appropriate services that provide for the immediate needs and concerns of students.

- a. Consultation – Work with parents, teachers and others to identify students' unique needs and strategies to meet those needs.
- b. Personal Counseling, Individual and Small Group – Provide brief counseling, as appropriate.
- c. Referrals – Follow district guidelines for psychological evaluations, provide information about or make contact with community agencies.
- d. Crisis Counseling – Provide counseling to students in crisis. Inform staff, parents and/or agencies of students' unique needs, as appropriate according to confidentiality guidelines.
- e. Crisis Response – Support the crisis management team.
- f. Assessment – Provide interpretation of scores to support study of individual student needs.

SYSTEM-WIDE SUPPORT SERVICES

A Middle School Counselor shall work to sustain and enhance the implementation of comprehensive counseling services.

- a. Development of School Counseling Services – Attend Pupil Personnel and Counseling Department meetings; collect and assess data for continued development of School Counseling services.
- b. Staff/Community Relations – Work for continuing improvement between our community and our schools.
- c. Professional Development – Continue professional growth in education, school counseling, mental health and technology issues.
- d. Community Networking – Identify and inform students and parents of community resources.

MISCELLANEOUS RESPONSIBILITIES

- a. Perform other duties: gatekeeper duties of screening agency people for appropriate clearances, write and administer service agreements, and provide feedback and written insight for psychological / psychiatric evaluations.
- b. Perform other duties as directed by the Director of Pupil Personnel, Principal and/or Administration.

WORK ENVIRONMENT

- a. Schools, classrooms areas, offices, meeting areas and outdoor settings

ATTENDANCE

- a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

- a. Frequent travel to school district buildings.
- b. Frequent walking throughout various areas.
- c. Often sitting at a desk for extended periods.
- d. Standing for extended periods of time.
- e. Moderate moving from 15 to 50 pounds.
- f. Some carrying – up to 50 pounds.
- g. Manual dexterity to use office equipment.
- h. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

- a. Visual acuity to read correspondence and a computer screen.
- b. Auditory acuity to be able to use telephones.
- c. Ability to speak clearly and distinctly.

TEMPERAMENT

- a. Must be courteous and able to effectively manage students.
- b. Must be able to interact well with various publics and individuals.
- c. Must be able to work as a member of a team.
- d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
- e. Must be able to appropriately handle confidential information.

COGNITIVE ABILITY

- a. Ability to follow written and verbal directions and give direction to others.
- b. Ability to create and delegate assignments.
- c. Ability to complete assigned tasks with minimal supervision.
- d. Ability to read, write and do complex computations.
- e. Ability to use correct grammar sentence structure and spelling.
- f. Ability to compose clear, concise sentences and paragraphs.
- g. Ability to organize office setting to efficiently accomplish tasks.
- h. Ability to work independently and make work-related decisions.
- i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
- j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

- a. Ability to operate office equipment.
- b. Must appropriately handle confidential information.
- c. Ability to manage a classroom with varied changing, service demand.

LICENSE

- a. Valid Driver's License

COMMENTS

- a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.

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- b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their Supervisor of any and all reasonable accommodation requests.
- c. The position specifications 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.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.