Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Counselor**

Qualifications:

Credentials: Valid teacher's certificate, Oklahoma Counseling Certificate

Education: Master's Degree

Training/Experience Required: Sufficient to hold teacher's certificate, two years of teaching experience and Oklahoma Counseling Certificate

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple to more complex instructions and respond to inquiries. Includes filling out forms. Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews. In addition, must use creativity; may make public speeches or presentations.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex and sensitive/confidential records/IEPs and other medical records.

Job Goal (Purpose of Position): Performs skilled/professional-level counseling services under limited supervision to provide individual, group and classroom counseling services that will enhance each student's self esteem and increase personal growth. In addition, consult with teachers and parents and other health care professionals. An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them on alternative courses of action. Maintains confidentiality of all information.

Other Performance Measures: Knowledge of subject matter; cares for and effectively assists students with special concerns; establishes guidelines for effective counseling objectives. Properly monitors student progress (grading, feedback, etc.) and provides environment to

encourage independent thinking challenges for more motivated students; maintains proper discipline in counseling setting.

Contributes to effectiveness/quality of district programs, including extracurricular programs; keeps accurate records, reports, etc. pursuant to district policy; actively supports and looks for ways to improve the quality of customer service as provided by the district; cooperates with other district personnel to improve the quality of education; when serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):
1. Arranges for needs assessment with staff and principal for each school relative to the counseling program.

2. Conducts in-service with principal and staff at each school relative to objectives for counseling program.

3. Provides individual, small group and classroom counseling services to students as appropriate. Such counseling may involve drug counseling, self-esteem/stress, study skills, interactive behavioral skills, feelings; may involve small group sessions for those going through divorce situations; may involve parent/teacher conferences; may involve response to abuse, welfare, health concerns. At the older grades, may involve pregnancy, suicide, and similar counseling.

4. Consults with and assists teachers, principals and parents concerning referred students.

5. Coordinates referrals of students with special needs in the appropriate department or agency within the school as well as to agencies outside the school.

6. Serves as the contact person for the school from referral agencies, parents and other schools for the distribution of information and the receiving of information about students.

7. Attends workshops, in-services and conferences that are available for updating of counseling skills.

8. Conducts testing in-service and provides interpretation of group tests.

9. Coordinates the Drug Education Prevention Program.

10. Assists in registering new students, their placement in classes and orientation to school procedures. May assist with Parent night and honors programs.

11. Coordinates the Career Education Program.

12. Remains readily available, providing counseling services that lead to increased personal growth, self-understanding and maturity for each student.

13. Performs other duties as assigned by the Director of Student Services or Principal.

Supervision exercised: None

Site: Various

Reports To: Principal/Guidance Coordinator/Director of Student Services

Physical/Mental Requirements and Working Conditions:
Other than those physical/mental requirements included within the essential functions: Must be able to communicate on the telephone. Must be able to get around the various sites. There is occasional carrying and lifting of testing equipment.

Terms of Employment:	In compliance with Negotiated Contract and/or State Law
Salary:	To be established by the Board
Evaluation:	Performance of this job will be evaluated in accordance with Board policy

Approved 3/8/1993
Revised: 8/10/2015