

MS/HS Counselor

Desired Qualifications:

A degree in School Counseling or related field with experience.

Experience in coordinating services in a mental health or educational setting.

Working knowledge of computers and word processing programs.

Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Reports to:

Building Principal

Position Goal:

To assist students in: community involvement, school success skills, interpersonal communication skills, decision making/problem solving skills, understanding behaviors and attitudes, understanding of self and others, and understanding the school environment.

Role of the MS/HS Counselor:

Individual Counseling: privately and personally hold sessions with individual students, in order to work on a student problem or topic of interest.

Small Group Counseling: work with two or more students together in a structured or unstructured setting in order to discuss common issues or concerns.

Large Group Guidance: work with large groups of students in order to facilitate unit activities for each grade level on a as needed basis. Facilitate daily attendance issues at the elementary building.

Consultation: work with teachers, administration, families and other community agencies so as to better serve children.

Coordination: assist in managing indirect services which benefit students while being a liaison between the school and various community agencies.

Functions of the Counselor:

To assume leadership of organizing and developing a comprehensive counseling program.

To provide individual counseling services to students .

To provide small group counseling services to students.

To plan and facilitate parental education programs.

To organize and lead large group guidance units (as needed).

Handle daily attendance issues and make home visits if necessary.

To train and coordinate student-peer facilitators .

To consult with teachers and administrators about guidance and counseling interventions for students .

To develop guidance units that evolve from student needs.

To serve as a professional resource to teachers about counseling, behavior changes and be a member of the problem solving team.

To help identify students who have special needs or problems and to help find alternative education or guidance services for them.

To coordinate faculty and staff development programs related to guidance.

To coordinate other guidance related services -student assessment, advisement, community resources, student records (in a timely and appropriate fashion as needed).

Aids students in course and subject selection.

Obtains and disseminates occupational information to students and to classes studying occupations and guides them through the IPLAN process.

Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data and works with students involving education and occupation plans in terms of such evaluation.

Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.

Works to prevent students from dropping out of school.

Helps students evaluate career interests and choices.

Plans guidance field trips to schools, colleges and industry for interested students.

Guides students in their participation in school and community activities.

Maintains student records and protect their confidentiality.

Supervises the preparation and processing of college, scholarship and employment applications.

Makes recommendations to colleges for admissions and scholarships.

Provides student information to colleges and potential employers according to provisions of the board's policy on student records.

Assists in the student scheduling process.

Arranges for tutors and summer school work.

Other duties as assigned.

Terms of Employment:

Salary and length of contract to be established by the board.

Evaluation:

Performance of this position will be evaluated in accordance with provisions of the board's policy on evaluation of personnel.