

West Carroll Board of Education

Job Description

Descriptor Term:

School Counselor

Board Policy Reference

5.013

QUALIFICATIONS

1. A master's degree.
2. Tennessee teaching certificate.
3. Guidance counselor endorsement.
4. A minimum of two (2) years teaching experience.

REPORTS TO

School Principal

JOB GOALS

To provide an essential service through which each student is helped to develop skills in the areas of personal and social growth, educational planning and career or vocational development.

DUTIES

1. Plans and develops an organized developmental program of student guidance counseling services with administrative cooperation.
2. Maintains accepted standards by submitting local school guidance and counseling plans to appropriate local personnel for approval.
3. Facilitates the counseling process and provides as many services as possible to the students.
4. Assesses the needs for counselor materials, supplies and equipment and to provide this information to principals for budget consideration.
5. Counsels with students individually and in small groups.
 - o Helping each student understand and accept one's responsibilities, limitations, interests, attitudes, values and emotions as maturing persons who are learning to make decisions and to accept the consequences of one's decisions.
 - o Providing meaningful information to the students about plans, choices and/or problems.
 - o Identifying potential drop-outs and provide information and materials to aid the student in making realistic and acceptable decisions.
 - o Seeking to develop within the student a continuing increase in the ability to function as a self-directing individual.
6. Assumes the role of leader and consultant in the school's pupil appraisal program by:
 - o Coordinating the approved testing program for the school.
 - o Collecting, organizing, and securing necessary information about each student from a variety of sources (academic records, parental conferences, personal data forms, standardized and non-standardized tests and other materials for referral purposes).
 - o Identifying and referring students and parents to other resources when the student needs further assistance.
7. Assists students in educational and vocational exploration by:
 - o Collecting, organizing, analyzing and making available current educational and vocational information.
 - o Helping students translate previous learnings and experiences into a meaningful plan.
8. Provides placement information for students, teachers, administrators and parents to:
 - o Help the student make wise curricular choices and decisions.
 - o Assist administrators and teachers in providing the best curricular program for each student.
 - o Help the student plan toward future educational experiences as well as evaluate program.
 - o Develops school schedule with administrative assistance.
9. Collects and maintains student records. Enrolls students in STAR.

10. Helps parents understand the school and their children by:
 - Providing parents with information about educational opportunities as they contribute to the maximum develop of their children.
 - Providing parents with information about the school, its policies, procedures and curricular offerings.
 - Helping parents develop realistic perceptions of their children's abilities and aptitudes as they progress through school and make plans for the future.
11. Conducts in-service with administrators and teachers through faculty meetings and continuous in- service education oriented toward pupil personnel functions.
12. As a member of the professional staff, assists in interpreting the counseling and guidance program to the community by the total school program.
13. Assumes other reasonable and equitable job-related duties assigned by the immediate supervisor that does not conflict with the guidance and counseling philosophy as mandated by the State Department of Education.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed 20 pounds with frequent lifting and/or carrying of objects weighing up to 10 pounds, such as books, textbooks, instructional supplies, and equipment.

WORK CONDITIONS

Normal working environment.

TERMS OF EMPLOYMENT

Salary and length of contract to be determined by the Board.

SELECTION BY

The Director of Schools with acknowledgement by the board of education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy On *Personnel Evaluation* (5.109).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.