



EMPLOYEE NAME: _____

Revised: 11/85; 4/86; 2/88; 5/89; 6/89; 8/90; 6/92; 1/94;
11/94; 2/97; 9/97; 3/01; 06/08; 7/10; 10/12; 6/18; 4/19; 6/19; 8/19

JOB DESCRIPTION

POSITION TITLE: School Counselor - GRASP	JOB CODE: 400, 401, 402
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Student Assistance Programs	WORK DAYS: 188
REPORTS TO: Principal	PAY GRADE: CIT (5, 6 or7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides school counseling services to students identified by the Principal or designee as needing the most immediate support.	

REQUIREMENTS:

1. Educational Level: Completed Master Degree in School Counseling
2. Certification/License Required: Valid Georgia School Counselor Certificate
3. Experience: None
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; organization; affective education

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Plans, develops, and implements action plans based on the needs of the students and the school.
3. Plans, communicates, and collaborates with students, families, teachers, and other support personnel.
4. Collects and reports on student progress toward goals, graduation and post-secondary opportunities.
5. Confers and counsels with parents, administrators, and teachers.
6. Develops and enhances existing community partnerships.
7. Conducts and/or participates in professional learning.
8. Facilitates the referral of students and parents to internal and external services.
9. Supports Multi-Tiered System of Support (MTSS) including the social/emotional needs of students.
10. Participates in school and county committees.
11. Coordinates transitional activities with colleges, military, and job programs.
12. Protects confidentiality of student records and student information.
13. Conducts and/or assists with parent meetings and education.
14. Selects, purchases, and inventories materials and technology for the School Counseling Program.
15. Demonstrates professional and ethical practices consistent with school and system policies in working with students, student records, parents, and colleagues.
16. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____