

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; 3/23

JOB DESCRIPTION

POSITION TITLE: School Counselor	JOB CODE: 400, 401, 402, 402Z
DIVISION: Academic, Support and Specialized Services	SALARY SCHEDULE: Teacher
DEPARTMENT: Student Assistance Programs	WORKDAYS: 188, 208
REPORTS TO: Principal	PAY GRADE: CIT (5, 6 or7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides school counseling services to all students.	

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 a comprehensive school counseling program based on the needs of the students and the school.
3. Plans, develops, and implements action plans based on the needs of the students and the school.
4. Provides classroom lessons, group counseling, and individual counseling that relates to the academic, career, and social/emotional development of students.
5. Coordinates with school staff to provide supportive instructional classroom activities that relate to student academic, career, and social/emotional development.
6. Confers and counsels with parents, administrators, and teachers.
7. Collects and reports on student outcomes from classroom lessons, small group, and individual consultations.
8. Conducts and/or participates in professional learning.
9. Facilitates the referral of students and parents to internal and external services.
10. Supports Multi-Tiered System of Support (MTSS) including the social/emotional needs of students.
11. Participates in school and county committees.
12. Coordinates transitional activities with feeder schools.
13. Interprets standardized tests and state mandated tests.
14. Protects confidentiality of student records and student information.
15. Conducts and/or assists with parent meetings and education.
16. Selects, purchases, and inventories materials and technology for the School Counseling Program.
17. Demonstrates professional and ethical practices consistent with school and system policies in working with students, student records, parents, and colleagues.
18. The following items pertain to Middle School Counselors only: <ul style="list-style-type: none"> a) Assists with new student enrollment b) Provides instruction related to the Bridge Law requirements
19. The following items pertain to High School Counselors only: <ul style="list-style-type: none"> a) Assists with new student enrollment b) Evaluates transcripts

- c) Participates in advisement
- d) Provides instruction related to the Bridge Law requirements
- e) Assists students in the preparation of college, scholarships and employment applications

20. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____