



*“Building a
Foundation for
Lifelong
Learning”*

CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
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D’Ette W. Devine, Ed.D.
Superintendent

Lauren C. Camphausen
President, Board of Education

PLEASE POST

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May 1, 2012

CLOSING DATE: Monday, May 21, 2011

SECONDARY SCHOOL COUNSELOR

GENERAL PURPOSE OF POSITION

Under the direction of the Principal and Coordinator of Guidance Services, the counselor provides guidance and counseling services to the secondary school population. The role of the counselor will involve management of the guidance program that includes counseling, consulting, information management and appraisal.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Develops and implements a standards based guidance and counseling program for all assigned students that will include career development activities, academic concerns and social/emotional adjustments.
2. Organizes and implements individual, small group and classroom sessions to address program objectives.
3. Counsels students identified by staff and/or self-referred regarding academic, personal or social concerns.
4. Organizes and implements small group or individual counseling sessions with students encountering adjustment problems, attendance, academic failure and emotional difficulties.
5. Consults with parents, staff and other agencies concerning individual student needs and provides necessary follow-up.
6. Arranges for orientation of students new to the school and works with feeder schools for students entering secondary schools.
7. Maintains complete student permanent record cards.
8. Collaborates with various school officials to interpret results of assessments for students and parents.
9. Consults with staff and recommends behavior modification techniques when requested for individual students.
10. Works in collaboration with middle school counselors to develop a transition program from middle to high school, college and the world of work.
11. Maintains a log of activities, conferences, etc. and conducts evaluation of the program at the end of the school year.
12. Assists students in obtaining post-graduation training and/or education.
13. Works with the Student Services Team (SST) and IEP team to develop and implement behavior intervention plans for students with behavioral and/or emotional needs.

Our mission is to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.

14. Serves as a member of the SST Crisis Emergency Response Team (CERT) and the School Improvement Team (SIT).
15. Maintains regular, on-time attendance.
16. Facilitates the development of a six-year academic plan.
17. Reacts to change productively and performs other duties as assigned.

MINIMUM REQUIREMENT OF THE POSITION

1. Has obtained or is eligible for an endorsement as School Guidance Counselor as prescribed in the bylaws of the Maryland State Department of Education.
2. Good interpersonal communication skills.
3. Is available to start employment at the beginning of the 2012-2013 school year.

SALARY

The salary range for this 10-month position is commensurate with training and experience. Advanced preparation and longevity increments are in addition to the regular classroom teacher's base salary. An attractive fringe benefit package includes health care, term life insurance, retirement plan and leave benefits.

APPLICATION PROCEDURE

Persons meeting the minimum qualifications are invited to submit a letter of interest, complete resume, and two letters of reference to the Executive Director for Human Resources, thru AppliTrack at <http://www.applitrack.com/cecil/onlineapp>. Information requested must be received no later than. **4:00 p.m. on Monday, May 21, 2012**. Following screening of credentials, interviews may be scheduled depending upon vacant secondary counselor positions.