

JOB TITLE: School Counselor

DEPARTMENT: Instruction

REPORTS TO: Site Principal

FLSA STATUS: Exempt

SUPERVISES: N/A

JOB DESCRIPTION: Complies with local, state and federal mandates. Follows a planned sequential program of guidance activities that enhances student academics and personal, social and/or career development that will contribute to student development as mature, able and responsible adults. Applies knowledge of current research and theory to counseling program. Complies with the standards of performance and conduct for teachers as set forth by the state department of education. Establishes effective rapport with students and develops positive and effective relationships with parents and other staff members. Observes all rules, regulations, policies and practices of the District and administration.

QUALIFICATIONS: Master's Degree and valid Oklahoma certification required;

SKILLS/ABILITIES: Ability to read, analyze and interpret written information; skill in writing required reports/correspondence; ability to effectively present information orally and respond to questions from others, work with mathematical concepts and apply to practical situations; ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Essential Job Functions: *these statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties and skills required.*

1. Supports district approved curriculum and goals through the provision of school counseling services to students. Follows a planned sequential program of guidance activities that enhances student academics and personal, social and/or career development.
2. Works with school staff, parents, community resources and other educational entities in coordinating counseling services. Develops and follows a planned calendar of activities based on established program goals.
3. Provides individual, group and/or classroom guidance. Evaluates and modifies the counseling program based on student needs.

*School Counselor
Created October, 2010*

4. Maintains accurate, complete and correct records as required by law, district policy and administrative regulations.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities. Follows requirements of state law, district policies and building procedures.
6. Communicates with students, staff and parents. Participates in conferences with students, staff and parents. Informs the school population of counseling services.
7. Coordinates referrals of special needs and/or at risk students within the school and to outside agencies as appropriate.
8. Submits requested information accurately and within stated timelines. Maintains the confidentiality of school and student records. Fulfills all recordkeeping responsibilities as required.
9. Accepts and performs teaching and any other duties, including co-curricular and extracurricular duties, as assigned by the superintendent and principal as may be needed to maintain the educational programs offered by the District.
10. Follows all district and state assessment procedures and requirements. Assists students, staff and parents in interpreting student data.
11. Attends all meetings as required by the superintendent and principal. Meets as required with the site advisory committee.
12. Complies with the assigned duty times of the teacher contract day.

ESSENTIAL BEHAVIOR:

Ability to use sound judgment in any situation. Must be able to respond rapidly and appropriately to needs of students. Must build harmonious rapport and work cooperatively with administrators, site staff, students and parents.

ATTENDANCE STATEMENT:

Able to be in attendance as contracted and for extra duties as assigned per district policy.

ENVIRONMENTAL CONDITIONS:

Primarily inside working conditions; some exposure to environmental conditions during outside duty.

PHYSICAL STANDARDS:

Mobility as in standing and waling to perform job responsibilities, i.e., giving presentation, travel to job sites, etc.; sitting for extended periods of time; Seeing, hearing, talking so to deliver services clearly to students.