

Brighton Area Schools
Job Description

Position: School Counselor

Reports to: Building Administrator

Function: To help students overcome problems that impede learning, and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Qualifications:

1. **Educational:** Minimum of a Bachelor's Degree, a valid Michigan Provisional, Permanent, or Life Teaching certificate by the State of Michigan that is valid for the subject and/or grade levels taught and meet NCA standards. Counseling endorsement (NT).

2. **Personal:**
 1. Ability to work cooperatively with administration, teaching staff, students and parents in the ongoing task of providing the best possible education for all students.
 2. Willingness to accept constructive criticism.
 3. Ability to function under stress.
 4. Evidenced planning ability.
 5. Meet health requirements established by State Law.
 6. Willingness to adapt to changing situations.

Essential Duties and Responsibilities:

1. Register students new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Aids students in course and subject selection.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
4. Helps students evaluate career interests and choices
5. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
6. Works with students on an individual basis in the solution of personal problems related to such issues as home and family relations, health and emotional adjustment.
7. Guides students in their participation in school and community activities.
8. Works to discover and develop special abilities of students.
9. Works to resolve student's educational handicaps.
10. Maintains student records and protects their confidentiality.
11. Obtains and disseminates occupational information to students and to classes studying occupations.
12. Assists in career awareness information for students and parents.
13. Assists in setting up testing schedules and prepares and disseminates testing materials.
14. Assists in scheduling Section 504 meetings.

15. Attends IEPTs when appropriate.
16. Facilitates/co-facilitates Student Assistance team.
17. Assists administration in the class scheduling process.
18. Plans and implements student educational support groups, conflict resolution and peer mediation.
19. Coordinates At-Risk student follow-up.
20. Confers with parents whenever necessary.
21. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve educational prospects of individual students being counseled.
22. Abides by all applicable statutes, rules, regulations and policies.
23. Remains abreast of new research, strategies and techniques in the field of guidance and counseling.
24. Performs other duties consistent with the role of school counselor as assigned by the administration

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently walking and standing while performing the duties of this job. The employee may frequently bend or twist at the neck and back while performing the duties of this job. Specific vision abilities required by this job include peripheral vision and close vision such as to read typewritten materials. The employee may occasionally lift up to 25 pounds such as student equipment and wheelchairs.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with the public and other staff. The employee is directly responsible for the safety, well-being and work output of students.

Evaluation:

Performance for this position will be evaluated on an annual basis by the building principal.