

**CAROLINE COUNTY PUBLIC SCHOOLS**  
**POSITION DESCRIPTION**  
**Job Description: School Counselor**

<b>JOB TITLE:</b> School Counselor	<b>LOCATION:</b> Bowling Green Elementary School
<b>IMMEDIATE SUPERVISOR:</b> Building Principal	<b>WORK SCHEDULE:</b> 200 Days <b>PAY GRADE:</b> Teacher Scale
<b>SPECIAL REQUIREMENTS:</b> None	<b>FLSA STATUS:</b> Exempt
<b>EDUCATION/EXPERIENCE:</b>  Holds a valid Virginia Pupil Personnel License with a School Counselor PreK-12 endorsement.  Holds an earned Master's Degree, from an approved school counselor education program or certification from such a program that the hours of course work and clinical experience are sufficient.	

**JOB GOAL:**

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 students.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides programs, activities, and services which focus on helping children experience healthy academic and social growth.
2. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
3. Works to discover and develop special abilities of students.
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 peers, family relations, health, social and emotional adjustment.
7. Maintains student records and protects their confidentiality. May Initiate, assemble, maintain, and interpret accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records for assigned students.
8. Conducts small group meetings, lessons, and presentations on topics of need based on survey data.
9. Publicizes and coordinates information to students and parents regarding student opportunities.
10. Collaborates/consults with parents, teachers, administrators, and community resources concerning student issues.
11. Provides in-service training as needed.

12. 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 the educational prospects of individual students being counseled.
13. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
14. Organizes and conducts annual career day.
15. Arranges for tutors and summer school work.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.