

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

JOB TITLE: School Counselor	LOCATION: Secondary
IMMEDIATE SUPERVISOR: Building Principal	WORK SCHEDULE: 220 Days PAY GRADE: Teacher Scale
SPECIAL REQUIREMENTS: None	FLSA STATUS: Exempt
EDUCATION/EXPERIENCE: Holds a valid Virginia Postgraduate Professional License with a School Counselor endorsement. Holds a Master’s Degree, from an approved school counselor education program or is a current LPC or LCSW	

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 men and women.

PERFORMANCE RESPONSIBILITIES:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. 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.
4. Works to discover and develop special abilities of students.
5. Introduces and educates students new to the school on all academic, extracurricular, and athletic opportunities including clubs, special interest groups, and community resources.
6. Helps students evaluate career interests and choices.
7. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
8. Works with students on an individual basis in the solution of personal problems related to peers, family relations, health, social and emotional adjustment.
9. Advises students in their participation in school and community activities.
10. 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.
11. Conducts small group meetings, lessons, and presentations on topics of need based on survey data.

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. Interprets the School program to the community.
15. Organizes and conducts annual career day.
16. 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.