



## **School Counselor - Secondary**

**Terms of Employment: 11-months**

**Exemption Status: Exempt**

**Salary: \$58,864 – \$102,060**

**EACC Scale: U11 Grade: MA**

## **EDUCATION, SKILLS, KNOWLEDGE, ABILITIES, QUALIFICATIONS**

- Master's degree in School Counseling and eligibility for certification in School Counseling as determined by the Maryland State Department of Education.
- A minimum of a 600-hour practicum or experience teaching or counseling in a school setting.
- Demonstrated ability to speak and write effectively.
- Evidence of exemplary human relations skills.
- Demonstrated ability to plan and organize accordingly.
- Demonstrated knowledge of appropriate counseling skills.

## **ESSENTIAL JOB FUNCTIONS**

- Assists with designing and implementing an outcome-based counseling program that is aligned with the ASCA model and addresses the identified needs of the school community.
- Implements a school guidance curriculum using effective instructional skills and carefully planned structured activities to address academic achievement, personal-social skills and career development.
- Provides individual and small group guidance with students and parents to development educational and career plans.
- Offers responsive services to meet the needs and concerns of individual students and to provide support during crisis situations.
- Acts as a consultant to educational staff and parents in creating plans to meet student needs.
- Provides professional development on a variety of issues related to student success and effective parenting.
- Develops an effective referral service that utilizes system-wide and community resources.
- Works collaboratively with school and system staff to develop both prevention-based and responsive programming and services.
- Supports the planning and implementation of school-based and system-wide initiatives.
- Serves as an active and prepared member of the student support team (SST) and participates in IEP and 504 meetings as needed.
- Uses data to evaluate the effectiveness of the counseling program and to guide future program direction.
- Uses data to assess student success and to identify areas in need of attention.
- Utilizes an organized system for monitoring student progress and communicating this progress to students and parents.
- Maintains communications and acts as a liaison with parents, parent groups, student groups, civic associations and other community organizations.
- Takes a leadership role in providing an inviting environment that offers opportunities for all students to be successful.
- Works closely to keep administration informed of issues impacting student academic achievement as well as

other aspects of the school environment.

## **ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS**

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

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