



School Counselor

Terms of Employment: 10-months

Exemption Status: Exempt

Salary: \$53,258 - \$92,673

Scale: U1 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 500-clock hour practicum or experience in 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

- Engages in long range program planning.
- Plans and assists in school orientation program.
- Provides guidance to and orientation to all new staff and substitutes.
- Assists staff with and participates with professional development activities.
- Consults with and acts as resource person to staff.
- Interprets student's records and test scores to staff, parents and students.
- Participates in identification of students who are experiencing difficulties in educational growth.
- Administers guidance program.
- Assists in the recordkeeping, scheduling and reporting student and school activities.
- Coordinates the articulation of students from feeder to receiving schools.
- Assists in all testing programs.
- Determines and orders resource and supply materials.
- Utilizes all community resources as related to the guidance program.
- Maintains communications and liaisons with parents, parent groups, student groups, civic associations and other community resources.
- Assists in volunteer services for school activities.
- Interprets guidance program to parents, students and community.
- Adapts educational programs approved for the county to the particular needs of the schools and community.
- Serves on curricular development, research and other committees and study groups as assigned.
- Assists in promoting a healthy school atmosphere which encourages learning, innovation and effective human relations among staff, students and parents.
- This position is responsible for the above duties and responsibilities and other programs related to this positions as determined by the Principal and Supervising School Counselor.

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.

Rev. 7/2018