



School Counselor - Secondary

Terms of Employment: 11-months

Exemption Status: Exempt

Salary: \$54,219 - \$97,972

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.