



# Counselor

**Reports to:** Principal

**Division:** School-Based

**Structure/Grade:** Z - Schedule

**Workdays:** 190 Days

## Position Summary

Provide comprehensive support to students through social-emotional guidance, academic advising, and career exploration while coordinating Section 504 plans and collaborating with faculty, parents, and community resources to ensure a positive learning environment and promote student success. Perform work independently under moderate supervision, applying foundational knowledge to perform the job effectively.

## Essential Job Duties

- Develop and deliver comprehensive counseling programs, including social-emotional learning, academic advising, and career planning.
- Coordinate and oversee Section 504 plans to ensure teacher awareness of student accommodations and needs.
- Evaluate and interpret educational documents such as transcripts for student placement.
- Provide scheduling assistance to students.
- Provide individual and group counseling services to address issues ranging from academic performance to personal development.
- Consult with teachers, parents, and administrators to support student success.
- Monitor students' progress toward graduation by tracking attendance and academic performance.
- Advocate for students' needs with crisis intervention and conflict resolution when necessary.
- Implement counseling services in alignment with state standards as well as district policies.
- Identify and resolve minor problems as they arise.
- Suggest minor modifications as appropriate to processes to enhance the performance of the department.
- Perform additional duties as assigned.

## Qualifications

- Master's Degree in Social Work, Counseling, Education or closely related area is required.
- Minimum of two (2) years counseling, at-risk youth casework or closely related experience is required.
- Valid Professional Standards Commission approved certificate in guidance and counseling at level S-5 or above required.

## Knowledge, Skills, and Abilities

- Foundational knowledge and understanding of principles and best practices applicable to the area of responsibility
- Knowledge of Section 504 Plans and the American School Counselor Association (ASCA) National Model
- Effective oral, written, and interpersonal communication skills
- Good computer skills, including the ability to use all relevant software
- Good problem-solving skills
- Strong attention to detail with the ability to maintain a high level of accuracy
- Design and implement programs aligned with ASCA standards



# Counselor

- Ability to follow clear and established processes
- Ability to work collaboratively and seek assistance when needed
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously
- Ability to work under moderate supervision
- Ability to deliver work according to specific operational targets
- Ability to maintain confidentiality
- Ability to complete tasks that are typically basic in scope on behalf of other professionals
- Ability to develop stable working relationships internally
- Ability to exchange information with a range of internal constituents

## Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside a classroom or similar setting.
- Occasionally moves equipment weighing up to 25 pounds.
- Occasionally moves or otherwise maneuvers children weighing from 25 pounds to over 100 pounds.
- Occasionally operates a motor vehicle safely and legally, in accordance with applicable state and federal transportation laws.
- Must have valid driver license and clean driving record.
- Constantly works in an indoor environment.
- Occasionally exposed to loud noise levels.
- Occasionally exposed to bodily fluids and communicable diseases.

## Supervisory Responsibility

- None

***Disclaimer:** Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter or discontinue these reference materials for any reason.*

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_