

Middle School Counselor Job Description

Purpose: The Derby High School Counselor helps students attain an optimum level of personal and social adjustment. In order to coordinate a comprehensive counseling program, the Derby Middle School Counselor must work closely with the other staff and administration of Derby Public Schools.

Responsible to: Principal

Salary: Annual Contract

Date: September 2012

Qualifications:

1. Masters degree from an accredited college/university.
2. Two years accredited teaching experience.
3. Current Kansas State Teaching Certificate on file in the Central Office.
4. Desire to continue career improvement.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Help students attain an optimum level of personal and social adjustment.
- b. Consult with parents, teachers, administrators and supporting agencies concerning the needs and abilities of students.
- c. Ensure that all activities conform to district guidelines.
- d. Communicate effectively with all members of the school district and community.
- e. Work effectively with community organizations.
- f. React to change productively and handle other tasks as assigned.
- g. Support the value of an education.
- h. Support the philosophy and mission of Derby Public Schools.
- i. Comply with all district policies, rules and regulations.

2. Physical Requirements/Environmental Conditions:

- a. Requires prolonged sitting or standing.
- b. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- c. Occasionally requires stooping, bending and reaching.

- d. Requires the ability to occasionally travel.
- e. Must be able to work in noisy and crowded environments.
- f. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Provide individual counseling and group guidance to help students cope effectively personal, social, academic, career and family concerns.
- 2. Consult with parents, teachers, administrators and supporting agencies concerning the needs and abilities of students.
- 3. Implement a comprehensive appraisal process by:
 - a. selecting and administering appropriate ability, achievement and interests tests,
 - b. visiting with students and interviewing interested adults and
 - c. interpreting results to students, teachers, administrators and parents.
- 4. Update and maintain confidential student records including cumulative transcripts and student files.
- 5. Identify students with special needs and make appropriate recommendations and referrals.
- 6. Implement an effective program of educational and career planning.
- 7. Schedule opportunities for students to visit with resource persons and recruiters about academic and career choices.
- 8. Maintain a current library of career and college information and assist students in using the information effectively.
- 9. Provide information regarding financial aid and scholarships for college and vocational training.
- 10. Assist with enrollment to ensure that students complete courses appropriate to their needs and which lead to graduation.
- 11. Assist in a continuous program of student orientation.
- 12. Assist in making recommendations for school curriculum and instructional practices.
- 13. Assist with the activities of student organizations.
- 14. Attend and assist when necessary with school events such as musical programs, athletics, student recognition ceremonies, graduation and open house.
- 15. See that district policies are observed during all activities.
- 16. Keep abreast of new information, innovative ideas and techniques.
- 17. Obtain advance approval of the principal for all activities and expenditures.
- 18. Adhere to all district health and safety policies.
- 19. Other duties as assigned by the principal or other administrative staff which are consistent with the general requirements and qualifications for the position.