

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.