

Kosciusko School District

Guidance Counselor

Description of Position

To provide promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

Qualifications

- Mississippi license with endorsement in appropriate area
- Prior job experience in counseling in a school setting preferred
- Such qualifications as the Board determines appropriate

Supervises

N/A

Reports to

Principal

Duties and Responsibilities

- Plans the comprehensive school counseling program with the school leadership team
- Uses data to develop small-group action plans for effective delivery of the school counseling program
- Uses data to develop school counseling program goals that meet student needs and shares the goals with all stakeholders (i.e. administrators, teachers, students, parents, and community)
- Maintains a master calendar of counseling activities
- Provides individual and group counseling to students with identified concerns and needs
- Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs
- Provides appraisal and advisement to assist all students with academic, career, and personal/social planning
- Refers students and parents to appropriate school and community resources to support student achievement and success
- Consults with parents and other educators to share strategies that support student achievement and success
- Monitors student academic performance, attendance, and behavioral data to develop school counseling program goals
- Conducts self-analysis to determine strengths and areas of improvement and participates in professional development activities to improve knowledge and skills

- Establishes and maintains effective communication with stakeholders
- Demonstrates positive interpersonal relationships with students, parents/guardians, and educational staff
- Demonstrates professionalism and high ethical standards; acts in alignment with Mississippi Code of Ethics and the American School Counseling Association Code of Ethics
- Stays current on best practices, legal concerns, and training through membership and involvement in professional organization
- Makes corrections with scheduling and curriculum that will allow the maximum amount of funding
- Performs all other duties and responsibilities assigned by administration

Terms of Employment

As determined by the Board of Trustees

Evaluation

Performance of this position will be evaluated annually