

## School District Position Description

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Position Title: Counselor, Secondary-High School

Department: Instruction

Reports To: Principal

Prepared By:

Date: 05/10/2023

Approved By: Angela Cooper, CHRO

Date: 05/10/2023

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**SUMMARY:** Counsels students and provides educational and vocational resources/guidance services by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** *Other duties may be assigned. This list is not exhaustive.*

Provides support services for students in the areas of academic programs, team teaching, registration, course planning, school rules and other matters.

Assesses and counsels students based on observations, conversations and test results.

Provides personal counseling for students, families and groups to help them learn greater self-understanding, acceptance of responsibility and better decision-making skills.

Provides group counseling for interaction, communication and support skill development when appropriate.

Interprets post-high school opportunities and available information regarding career, college, military and life style decisions.

Administers tests and interprets results in areas such as organization, memory skills, aptitude and preferences.

Evening conferences for groups, test interpretations with parents, new student orientation/with parents.

### System Support

1. Plan and evaluate the counseling program.
2. Promote a positive working relationship with students, staff, and members of the community.
3. Pursue continuous professional growth by keeping current with educational developments and literature in the field of school guidance.
4. Develop and maintain a library of pertinent information available to students, parents, and staff.
5. Perform other tasks and assume other responsibilities as may from time to time be assigned.

### **SUPERVISORY RESPONSIBILITIES:**

Student and student helpers.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the*

*knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** M.A. in counseling. Specific Course work related to High School.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Degree in counseling. Valid Secondary Teaching Certificate in Guidance Counseling.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on DIVISON and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

***PHYSICAL DEMANDS:*** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 10 pounds such as testing material. Specific vision abilities required by this job include close vision.

***WORK ENVIRONMENT:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.