

New Kent County Public Schools

Job Description: School Counselor



Position: School Counselor

Job Type: Full-time

Contract: 210 days; 11 month employee

Salary Scale: Per approved board scale

FLSA Status: *Exempt*

General Definition of Work: Performs intermediate professional work advising, assisting and counseling students, and related work as apparent or assigned. Work is performed under the moderate supervision of the school principal.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Serves as a resource to the community in order to interpret available guidance services to clients.
- Plans guidance field trips to work sites, industries and colleges in order to inform students of diverse occupational and educational opportunities.
- Provides student information to educational institutions and prospective employers in accordance with school system policy.
- Assists students with admission and scholarship applications to institutions of higher education.
- Orients students, parents and staff to the interpretation and usage of standardized tests and test results.
- Compiles, disseminates and evaluates occupational and career information in accordance with student interests and choices.
- Plans, organizes and conducts career day programs.
- Provides individual and group counseling to assist students in the development of self-understanding, decision-making competencies and in the solution of problems.
- Initiates referrals to appropriate resources and coordinates use of pupil personnel specialists' services and community agencies' services.
- Provides employment counseling and placement services to students, in cooperation with faculty, community, Virginia Employment Commission and private employment agencies.
- Conducts exit interviews with drop-out students in order to ascertain reasons for leaving school; encourages reinstatement to school.
- Plans and organizes state testing schedules.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices, and procedures of school guidance counseling; general knowledge of community agencies available to serve and assist students; general knowledge of casework methods and procedures; ability to conduct interviews and guidance sessions effectively and to analyze attitudes and problems objectively; ability to counsel students and parents on sensitive problems; skill in the use of personal computers and related software packages, hardware and peripheral equipment; ability to communicate ideas effectively in both oral and written formats; ability to establish and maintain effective working relationships with associates, students and parents.

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Education and Experience

Master's degree with coursework in counseling, or related field and moderate experience in a professional elementary position, or equivalent combination of education and experience.

Special Requirements

Possession of appropriate license(s), certificate(s), and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board.

Marginal Functions:

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Human Interaction: Requires the ability to maintain a cordial and effective relationship with visitors and clients. Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information. Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages as needed; may require ability to utilize principles of fractions and/or interpret graphs as needed. Functional Reasoning: Requires the ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

ADA Compliance

Physical Ability: Tasks involve the ability to exert physical effort in frequent standing, walking, sitting and repetitive motions at the work site daily, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 25 pounds). Tasks may involve extended periods of time standing or sitting. Sensory Requirements: Some tasks require visual perception and discrimination; Hearing is required to perceive information at normal spoken word levels; Most tasks require oral communications ability. Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances. Work is generally in a moderately noisy location (e.g. business office, playground, classroom, light traffic).

The New Kent County School Division will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job.

Evaluation:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations of professional personnel.

Supervision Exercised: Secondary Principal and Executive Director of Curriculum and Instruction

New Kent County Public Schools will conduct a background investigation (fingerprinting) of all individuals recommended for employment.

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The New Kent County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, pregnancy (including childbirth or related medical conditions), marital status, sexual orientation, genetic information, veteran status or disability is prohibited.

* I acknowledge that I have received and read this job description.

Name: (Signature)

(Date)