

CERTIFIED STAFF JOB DESCRIPTION

Secondary Counselor

Reports to: Building Principal in collaboration with Executive Director of Secondary Education

General Summary: The school guidance program assists students in becoming responsible adults. Continuous attention is given to assisting students to develop competence in decision making, working with others, and taking responsibility for their own behavior in accordance with district policies and procedures. The Secondary Counselor will possess good people skills, flexibility, the ability to work under pressure and stay on task, responsibility, reliability, be a self-starter, and have the ability to adjust to change.

Essential Functions:

- 1) Provide comprehensive guidance program for students in grades 7-12. Aid students in course and subjects selection.
- 2) Provide activities to meet the needs of students; consult with teachers, staff, and parents to enhance their effectiveness in helping students.
- 3) Work to prevent students from dropping out of school.
- 4) Help students evaluate career interests and choices.
- 5) Plan guidance field trips to schools, colleges, and industry for interested students.
- 6) Maintain student records and protect their confidentiality.
- 7) Provide support to secondary educational programs.
- 8) Guide and counsel groups and individual students through the development of education and career plans.
- 9) Counsel small groups and individual students with problems.
- 10) Consult with teacher, staff, and parents regarding meeting the developmental needs of students.
- 11) Provide a list of resources to students with severe problems as to appropriate community resources in consultation with their parents.
- 12) Participate in, coordinate, and/or conduct activities which contribute to the effective operation of the school.
- 13) Implement the secondary guidance curriculum; conduct guidance activities in the classroom as planned in conjunction with school administrators and teachers; consult with and be a resource person for teachers to facilitate the infusion of guidance learning activities into the regular education curriculum.
- 14) Register students new to the school and provide orientation activities for new students; participate in orientation programs for parents and students; assist students in the transition from junior high to high school.
- 15) Inform students and parents of test results and their implications for education planning. Interpret group test results to faculty and staff; establish effective liaison with all grade levels; act as an advocate for students, as appropriate, in conjunction with faculty or staff.
- 16) Provide resources and information to assist in career awareness and career exploration activities.

- 17) Conduct structured, goal-oriented counseling sessions to meet the identified needs of individuals or groups of students. Session topics at the secondary level may include self-awareness, self-identify, academic topics, behavior and peer problems, family issues, child abuse, and substance abuse.
- 18) Participate in staffings and conduct in-service programs for faculty; conduct and facilitate conferences with teacher, student, and parents; conduct or provide opportunities for parent education programs and assist families with school-related problems.
- 19) Consult and coordinate with in-district and community agencies after consulting with student's parents. Agencies may include school psychologists, nurse, administrators, community-based psychologists, service agencies, or physicians.
- 20) Assist school staff in the placement of students with special needs in appropriate programs such as gifted education and special education.
- 21) Participate with the administration and faculty as a team member in the implementation of the district's testing program, including state and national level tests.
- 22) Evaluate and revise the building guidance program; review periodically with staff and administration the guidance program using the program evaluation of self-study; review and modify the program calendar; and evaluate guidance learning activities.
- 23) Pursue professional growth by attending state and local staff development programs, joining professional associations, reading professional journals, attending relevant workshops and conferences, and taking post-graduate courses.
- 24) At the request of principal or superintendent, shall assist in other duties as assigned.

Qualifications:

1. **Education level** – Masters degree.
2. **Certification or Licensure** – Appropriate grade level guidance/counseling certification.
3. **Experience desired** – Minimum of three years teaching experience in appropriate grade level.
4. **Other requirements** – Must successfully pass a background check and drug test that are satisfactory to the Board of Education. Understand and support the District's Comprehensive School Improvement Plan. Knowledge of the Special Education Process and laws. Knowledge of the eligibility for special programs as appropriate for grade level. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology.
5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Building Principal in collaboration with the with Executive Director of Secondary Education
Length of Contract 184 days
Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 5-11-17