



## Poquoson City Schools JOB DESCRIPTION

### **TITLE: School Counselor**

This position is   X   exempt or    non-exempt

### **PRIMARY FUNCTION:**

Responsible for providing school counseling services in the school setting as well as supervision of school counseling program in the school

### **MINIMUM QUALIFICATIONS:**

- Holds a postgraduate professional license in school counseling; has a Master's Degree; or any equivalent combination of training and experience which would provide the acceptable knowledge, abilities and skills, as evidenced in the following performance responsibilities.
- Possesses high moral standards and integrity
- Has demonstrated professional and personal characteristics necessary for working effectively with school personnel, students, parents, and members of the community
- Knowledgeable of school counseling operations and issues and professional standards such as the American School Counselor Association's Ethical Standards for School Counselors
- Ability to quickly learn procedures used to report information and maintain records, as well as
- Ability to prepare required written/electronic reports
- Ability to organize/manage and to make sound decisions
- Knowledgeable in the Microsoft Office Suite, student management systems (PowerSchool preferred)
- Knowledgeable of the Virginia Profile of Graduate, 21<sup>st</sup> Century Learning, Virginia Tiered System of Supports, Project Based Learning, and STEM instruction
- Sufficient strength, agility, and dexterity (able to lift 50 pounds unassisted)

### **PERFORMANCE RESPONSIBILITIES:**

- Supports students to understand and deal with developmental issues
- Instructs students in strategies for making decisions and choices
- Helps students to identify and develop their special talents
- Works with students on an individual or group basis to resolve student-identified areas of concern
- Manages Section 504 plans
- Consults with teachers on issues related to student learning
- Assist with and support the school and division's tiered system of supports programs and services
- Serves on committees as deemed appropriate by the principal
- Facilitates meetings/conferences between teachers, division staff members, students and parents
- Maintain student records verifying student academic progress for promotion and, at the secondary level, graduation and verified credit status
- Protects student confidentiality
- Handles issues which are highly sensitive and/or related to student safety
- Interprets educational information (ability and aptitude measures, standardized test scores, and other pertinent data) to students, parents, other school division personnel
- Provides crisis counseling to students in need
- Confers with parents about their own child(ren) or about developmental issues
- Provides professional development activities for the division as requested
- Makes appropriate referrals to other school division personnel or community agencies
- Informs parents and/or appropriate authorities when a student's condition indicates a clear and imminent danger to him/herself
- Develops, reviews, and maintains student academic and career plans and opportunities for students to explore/investigate various careers
- Coordinates the preparation and processing of college, scholarship, and employment applications (High School)
- Recommends students to colleges and for scholarships (High School)

- Works collaboratively with the School Counseling Director to provide the school community with a high quality school counseling program (Secondary)
- Perform other duties as assigned by school principal

**TERMS OF EMPLOYMENT:**

Salary according to School Board Pay Plan and contract length teacher contract plus 20 days for high school counselors; teacher contract plus 10 days for middle school counselors; teacher contract for elementary school counselors

**REPORTS TO:**

School Administrator

**EVALUATION:**

Reports to the principal and will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel

**APPROVED BY:**

Assistant Superintendent for Instruction and Support Services, March 2019