



"Teaching & Learning"

TUNICA COUNTY SCHOOL DISTRICT

Title: Counselor – Non-CTE
Qualifications: Master's degree in Counseling
Counselor Endorsement
Supervisor: Principal

Job Duties:

- Adheres to the Ethical Standards of the American Counseling Association and the American School Counselor Association
- Maintains confidentiality within ASCA Guidelines
- Maintains positive atmosphere with students, teachers and community
- Plans counseling and guidance activities for the school year, showing appropriate time allocations
- Schedules appointments for developmental counseling to monitor specific needs of individual students
- Provides time for counseling self-referred, at-risk students and crisis counseling
- Conducts an interview and follow-up with **all** newly enrolled students and parents
- Plans and conducts individual and group counseling and guidance activities throughout the year
- Coordinates maintenance of student records
- Interprets student test data and analyzes disaggregated data
- Conducts follow-up of students (transfers, drop-outs, etc.)
- Ensures student records are maintained as per state and federal regulations
- Register and orient new students to the school
- Submit documentation of newly enrolled students and withdrawals to the school's Accountant/Bookkeeper in a timely manner
- Provides students with materials and information regarding career and post-high school educational opportunities; assists with college preparation, scholarships, and employment applications including the writing of letters of recommendation
- Issues pre-registration forms for the coming school term by March 1 of each school year
- Collects pre-registration forms and begins to compile the data by April 1 of each school year

Term of Employment: Salary and work year established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.