



Youngstown City School District Job Description

Position: School Counselor K-12
Class: Bargaining Unit
Reports to: Building Principal
Salary Range: YEA Salary Schedule
Schedule: 184 days/8 extended days per negotiated agreement
Fund Source: General or 572 based on assignment placement

POSITION SUMMARY: The School Counselor is responsible for providing a comprehensive school counseling program that is preventative in design, developmental in implementation, and supports YCSD students in the areas of academic achievement, career and college planning, and personal and social development. The incumbent also serves as a consultant to educators, families and community partners.

Essential Duties and Responsibilities:

- Collect, maintain, and disseminate material on a variety of current education , career, civic, personal and social growth opportunities
- Establish procedures for contact and conference with parents and students
- Work closely with teachers to inform parents about their children's social, personal , and educational development
- Distribute information about the harmful effects of drugs, alcohol and tobacco to students
- Help students to examine their abilities, achievements, interests, and aptitudes
- Use student data to help develop classes and needed guided services
- Serve as member of Multi-Tiered Systems of Support Team (MTSS)
- Give students the opportunity to develop proper attitudes and gain information about themselves and their surroundings
- Help students develop effective study and decision making skills
- Provide opportunities for students to discuss their concerns and educational decisions and provide them with alternatives to resolving conflicts
- Consult with other counselors for the optimum benefit of students
- Provide and utilize all available information and resources to help student
- Assist school personnel in improving understanding students through consultative service
- Assist personnel to understand test score information and to develop teaching curriculum about the harmful effects of drug and alcohol abuse and tobacco through consultative service
- Assist staff and students to make an effective transition from one school to another

- Assist building leadership with scheduling and standardized testing preparation as appropriate by grade level assignment
- Attend conferences/workshops to learn up-to-date skills and knowledge for guidance and counseling to assist staff and students
- Serve on appropriate committees including, but not limited to local and state assessments
- Coordinate student course scheduling, assists with enrollment and placement, and assessment completion

The duties and responsibilities of the School Counselor shall include those outlined above and any other assigned by the principal and/or Executive Director (Superintendent Designee).

QUALIFICATIONS:

- Strong proficiency in English composition, grammar, spelling and punctuation
- Efficiency in planning and time management
- Record keeping procedures
- Competency in various computer software packages, including: Google Applications (G-Suite including Google Drive, Google Docs, Google Sheets, etc) / Microsoft Office Suite (PowerPoint, Excel Word, etc.), and Adobe packages

Education/Degree/Certifications:

Master's Degree from an accredited college or university in school guidance and counseling.

Meets the Ohio Department of Education certification requirements for school guidance and counseling and retains a current and valid certification as a professional school counselor.

Key Skills and Personal Characteristics:

Excellent written, oral, and organizational skills. Ability to work independently, problem-solve, and be creative. Willingness to work with diverse populations and in community environments. Extensive computer experience, including word processing, and various K-12 software packages.

Working Conditions:

- Requires fine finger dexterity to use office equipment, office technology, and maintain accurate filing systems.
- Must regularly lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 50 pounds.
- Ability to communicate and coordinate with a diverse range of personnel (e.g. support staff, administrators, co-workers); must maintain strict confidentiality.

The Youngstown City School District is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.