

SCHOOL COUNSELOR

Purpose Statement

School counselors' work strategically as part of an instructional team to promote student success. They are specially trained educators in a position to call attention to situations within our schools that impact student learning. Serving as leaders and advocates, school counselor's work collaboratively to provide services in a comprehensive, developmental and preventative manner.

The school counseling program is to incorporate academic development, social and emotional development, college and career readiness competency development, deficiency mediation, and systematic implantation.

This job reports to the Principal.

Essential Functions

- Identify and develop program beliefs, vision, and mission statements aligned to their specific school, district, and state goals;
- Utilize school and student data to set specific and measurable goals for the counseling program annually;
- Use school counseling standards to assess student growth and development and guide the development of strategies, activities, and services that help students achieve their highest potential;
- Consult the school counselor competencies and ethical standards to guide decision making, professional growth, and ensure students have access to high quality school counseling programs
- Conduct an annual counseling program assessment to identify strengths and opportunities for program growth and effectiveness;
- Assess professional skills to determine a professional growth plan;
- Utilize advisory councils, program management agreements, school data, use of time assessments, and action plans to assess student and school needs, deliver counseling services, and measure the impact of the counseling program;
- Deliver large group, classroom and school-wide curricula designed to help students achieve mastery of counseling standards appropriate for their development level
- Utilize individual student appraisal and advisement to help all students plan, monitor and manage their own learning as well as to achieve in academics, social and emotional development, and college and career readiness;
- Provide individual and group counseling to address students' immediate needs and concerns and resolve academic, social and emotional, or college and career issues that are interrupting learning;
- Provide support and assistance to students and school community to navigate critical and emergency situations;
- Make students and families aware of school and community resources that can provide additional information or assistance to help students be successful;
- Share strategies that support student achievement with parents, teachers, other educators, or community organizations through consultation;
- Collaborate with other educators, parents and the community to support student achievement and advocate for access and equity for all students through teaming, partnering, participating on school/district committees, and facilitating parent or staff workshops;
- Analyze school achievement, attendance, and discipline data to identify impact of the counseling program on student development and growth;
- Examine program results data and stakeholder feedback to determine the extent of change in student learning and behavior and mastery of counseling standards;
- Evaluate school counseling program for areas of strength and opportunities for program improvement, including a yearly review of annual program goals;
- Communicate accountability results with stakeholders.

Other Functions

- Performs other related duties as assigned by the Principal for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responsible directly to the Principal for the efficient and effective accomplishment of all assigned tasks.
- Performance is evaluated by the Principal.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include; applying assessment instruments; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: issues related to career and technical fields; concepts of grammar and punctuation; grant administration; community resources; pertinent codes, district policies and regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit;. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 20% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience

Job related experience with increasing levels of responsibility is required.

Education

Master's degree in job related area.

Equivalency

Counseling.

None Specified

Requirement

This is a certified position.

Continuing Educ. / Training

None Specified

Certificates & Licenses

Tennessee Teachers License in School Counseling
Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade