

POSITION DESCRIPTION

Counselor

Revision Date: 06/15/16

Reports to: Principal

Supervises: N/A

General Description of Duties (Knowledge, Skills and Abilities):

Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

The major functions of the school counselor job description incorporate the North Carolina State Board of Education's guiding mission that every public school student will graduate from high school globally competitive for work and postsecondary education and prepared for life in the twenty-first century.

Salary Level

Level 4 - pursuant to Cherokee Central Schools Salary Schedule

Fair Labor Standards Act Status

Exempt

Qualifications/Experience

Minimum Qualifications: Must have completed an approved Master's counselor education program in a regionally accredited college or university. Must be eligible for a professional license issued by the North Carolina State Department of Public Instruction. Previous work experience preferred. If applicable, meets Employer's expectations, and previous performance evaluations meet employer's expectations.

Major Functions

MAJOR FUNCTION: PROGRAM PLANNING

1. Organizes the counseling program by assessing needs, setting goals, and formulating a plan of action and program evaluation.
 - a. identifies student needs based on input from students, parents, and teachers\
 - b. reports to the school administration and staff about the annual goals and services of the counseling program
 - c. evaluates counseling services and activities
2. Initiates and coordinates school-wide counseling services and activities
 - a. plans and conducts special events, such as "Career Night", "Handicap Awareness Week", "Good Citizen of the Month",
 - b. helps the school administration identify and remedy school policies and programs that inhibit student and staff development
 - c. helps the school administration develop policies and programs that benefit student and staff development
3. Manages time effectively and provides services on schedule.
 - a. maintains a calendar of activities and services of the school counseling program
 - b. completes assignments according to scheduled timelines
 - c. is punctual
4. Maintains an organized, functional, and up-to-date office/counseling center.
 - a. keeps materials up-to-date and filed in a systemic order
 - b. creates a pleasing atmosphere
 - c. uses attractive bulletin boards to share information
 - d. arranges furniture to have a positive influence on counseling and consulting processes
 - e. schedules facilities for best utilization of the counseling program
 - f. uses computer programs to maintain records and schedules

5. Seeks input from teachers and staff in making decisions about the school counseling program.
 - a. meets with the school guidance committee to receive input about the counseling program
 - b. uses written communications to facilitate teacher referrals and teacher feedback
6. Coordinates the Drug and Alcohol Education Program and the AIDS education program.
 - a. explains curriculum to all new staff
 - b. assigns and monitors drug and alcohol lessons for staff
 - c. provides classroom assistance, ideas and materials for staff for drugs, alcohol and AIDS
 - d. files reports on Drug and Alcohol and AIDS as required by local, state or federal policy
7. Assists with Drop-out prevention efforts to reduce rate of potential and actual drop-out students.
 - a. counsels with high-risk students
 - b. meets regularly with other school employees responsible for drop-out prevention
 - c. verifies failure lists at the end of each nine weeks for potential, high-risk students
8. Coordinates orientation program and verifies student academic records for the school.
 - a. assists new students to adopt to school with information, orientation and tours
 - b. coordinates orientation programs from one school to another, i.e., elementary school to middle school and middle school to high school
 - c. checks individual academic growth through grades, attendance and teacher referral on weekly basis
 - d. verifies permanent records on a nine week and semester basis by checking cumulative folders, report cards, failure lists, honor rolls, etc.
9. Coordinates career awareness, vocational aptitude and college entrance.
 - a. plans career awareness for all students in school
 - b. provides for distribution of information and awareness of vocational opportunities to students
 - c. assists staff with career and vocational awareness, materials and other information
 - d. assists students in developing an academic plan based on ability, aptitude and interest which includes registration, selection of courses and graduation requirements
 - e. assists students with college enrollment, including financial aide, transcripts and other documents

FUNCTION: COUNSELING

1. Demonstrates knowledge of counseling theories by selecting appropriate models and techniques for individual and group counseling.
 - a. on a daily basis, counsels with students in school
 - b. provides crisis counseling
 - c. counsels with each student, individually or in groups, at least once a semester
2. Uses appropriate counseling processes and techniques for individual and group sessions to meet developmental, preventive, and remedial needs of students.
 - a. is observed using appropriate counseling skills and techniques
 - b. describes various counseling skills used in individual and group sessions
 - c. distinguishes between developmental, preventive, and remedial counseling relationships
3. Uses appropriate assessment and diagnostic procedures for determining and structuring individual and group counseling services.
 - a. applies interviewing, observation, and other assessment techniques in determining appropriate services
 - b. explains rationale for using particular assessment or diagnostic techniques
 - c. has appropriate selection procedures for establishing groups
4. Follows up individual and group counseling to parents/teachers to check on student progress
 - a. sends written communication to parents/teachers to check on student progress
 - b. schedules follow-up contacts with students.

FUNCTION: CONSULTING

1. Demonstrates knowledge of consulting processes and techniques with students, parents, teachers, and administrators.
 - a. is observed using appropriate consulting processes and techniques with students, parents, teachers, and administrators.
 - b. explains the appropriate use of various consulting skills
 - c. distinguishes between consulting and counseling relationshipsholds parent/teacher conferences
2. Assists parents and teachers in understanding and responding to developmental levels of students.
 - a. uses school newsletter or handouts to inform teachers and parents about developmental stages/needs of students
 - b. helps teachers and parents understand student test performance in relation to student development
 - c. provides behavioral suggestions to teachers and parents that are developmentally appropriate for students
 - d. provides materials to teachers to assist them in the implementation of the Guidance Curriculum
3. Presents instructional/informational programs to groups of students, parents, and teachers (e.g., parent education programs, group guidance, teacher in-service).
 - a. conducts parent programs to provide information/instruction
 - b. conducts teacher in-service based on assessed teacher needs
4. Interprets achievement and aptitude test data to assist school staff with curriculum planning.
 - a. holds individual and group conferences with students, teachers, and parents about test results
 - b. participates in curriculum revision based on testing results.

FUNCTION: COORDINATING

1. Communicates effectively with students, parents, and staff.
 - a. uses correct verbal and written communications
 - b. maintains a file of resource persons available for classroom and/or group discussion
 - c. maintains communication with appropriate community agencies
 - d. informs students and parents about career opportunities, post-secondary application procedures, financial aid, etc.
 - e. uses the media - newspaper, radio, TV - to announce programs and events of the school counseling program
2. Advocates for all students.
 - a. demonstrates an awareness of the cultural differences and needs of students in the school
 - b. helps the school administration identify programs and policies that may be discriminatory
 - c. apprises teachers of special services that exist are available to students
 - d. assures that all students have equal access to the counseling program regardless of race, national origin, sex, religion, or handicap
3. Assists teachers with the integration of guidance activities into the curriculum.
 - a. provides In-service to teachers about the Guidance Curriculum
 - b. provides materials and resources to teachers for doing guidance activities in the classroom
 - c. plans with teachers ways to integrate guidance in daily instruction
 - d. presents model guidance activities in the classroom
4. Shares appropriate information about students with school personnel, parents, and community agencies.
 - a. demonstrates appropriate confidentiality in dealing with others
 - b. provides information to teachers/parents for implementing developmental and remedial strategies
 - c. uses proper procedures to assure that access to student records conforms to the family Educational Rights and Privacy Act.
5. Makes appropriate referrals of students to school and community programs.
 - a. is knowledgeable of local and state service agencies
 - b. follows procedures in making referrals
 - c. maintains communications with local agencies

- d. allows parents to choose agencies most appropriate for them and their children
- e. follows up to determine effectiveness of referral services
- 6. Assists with coordination of student services in the school.
 - a. meets on a regular basis with other student services professionals: nurse, social workers, psychologist
 - b. coordinates efforts with other student services workers to avoid duplication of services
- 7. Assists with coordination of the school's annual testing program.
 - a. provides In-service to teachers on correct administration procedures for the testing program
 - b. distributes and collects testing materials
 - c. monitors test administration and reports irregularities to proper authorities
 - d. assist with scheduling make-up testing

FUNCTION: STUDENT APPRAISAL

- 1. Interprets testing results and other student data accurately.
 - a. interprets summary report of annual testing to administration and staff
 - b. confers with parents about their children's test results
 - c. helps teachers understand student data when transferred from other schools
- 2. Conducts non-standardized educational assessment according to professional practices (e.g., classroom observation).
 - a. conducts classroom observation of students to help determine most appropriate services
 - b. uses appropriate interviewing techniques in gathering information from students, parents, and teachers
 - c. makes appropriate use of informal questionnaires and interest inventories
- 3. Uses standardized tests and inventories according to published practices and professional standards.
 - a. follows standardized procedures when administering tests
 - b. uses tests and other instruments for which counselor is adequately trained/certified
- 4. Assures that testing conditions and the administration of standardized tests in the school are appropriate.
 - a. provides information and instruction to school staff on proper administration of standardized tests
 - b. monitors the school's annual testing program
 - c. keeps standardized testing materials secure

FUNCTION: PROFESSIONAL PRACTICES AND DEVELOPMENT

- 1. Adheres to ethical standards of the counseling profession.
 - a. demonstrates ethical behaviors
 - b. maintains a file of pertinent ethical guidelines
 - c. explains confidentiality and privileged communication to students
 - d. demonstrates understanding of own professional limitations
- 2. Follows the laws, policies, and procedure which govern school programs.
 - a. demonstrates knowledge of federal, state, and local laws that are applicable to school counseling programs
 - b. uses established reporting procedures and channels
- 3. Carries out other school duties assigned by the administration, provided these assignments do not interfere with the counseling program and services to students.
 - a. monitors/supervises student activities and clubs
 - b. meets timelines for assigned activities
 - c. reports to administration if extra duties are infringing on counseling responsibilities
- 4. Takes part in professional development activities to improve knowledge and skills.
 - a. participates in staff development, in-service, classes, conferences, conventions, etc., to expand knowledge and understand self and others
 - b. participates in professional counseling organizations
 - c. attends professional meetings and functions
 - d. participates in staff development concerning Cherokee culture and language.
 - e. participates in staff development to update technology skills.

FUNCTION: ACCOUNTABILITY

- Conducts a yearly program audit to review extent of program implementation and effectiveness.
- Collects and analyzes data to guide program direction and emphasis.
- Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.

FUNCTION: TRAVEL REQUIREMENTS

- Travels to all school district buildings, city/state agencies and professional meetings as required.
- Ability to travel regionally and nationally as required.

FUNCTION: EVALUATION

- Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

PHYSICAL REQUIREMENTS

- Works in standard office and school building environment.
- The job will require sitting, standing, walking, lifting, speaking, visual and hearing acuity.
- May be required to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.
- Shall be required to reach with hands and arms, and use hands and fingers to handle objects and operate tools, computers and/or controls.
- May be required to restrain a physically active individual as a temporary safety measure.

OTHER (NON-REGULAR)

- May be asked to perform other duties as assigned.
- Must be able to work independently.
- Must possess the ability to multi-task.

Appearance/ Disclaimers:

All staff are expected to dress in a professional manner, in accordance with the personnel policy, at all times when on duty. This Position Description is not a binding contract. Management, with approval of the School Board, has the right to alter this position description without notice.