

Sheffield City Schools
Job Description - Counselor

POSITION TITLE: Counselor

QUALIFICATIONS: Master's degree, or its equivalent, representing intensive course work in the principles and practice of educational guidance; child growth and development theory; educational testing and measurement; counseling; the organization and administration of guidance services and educational psychology. A valid Alabama Professional Educators Certificate as a guidance counselor. At least three years of successful experience as a classroom teacher. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal and/Supervisor of Student Services, Guidance & Counseling

JOB GOAL: To offer the student counseling and comprehensive developmental guidance services in the areas of personal/social, educational/academic, and career vocational growth and development which will enable him/her to live successfully and become a contributing/responsible members of society.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Develops, implements, and evaluates an annual local school guidance and counseling plan in accordance with standards set forth by the state plan and commensurate with the local system plan.
2. Provides individual and group counseling and guidance in an effort to help students develop socially, emotionally, academically, and psychologically.
3. Assists with orientation programs for students, parents/guardians, and faculty.
4. Provides students with an opportunity to talk about their educational, vocational, and personal/social concerns.
5. Ensures confidentiality of counseling sessions, conferences, student's records, etc.
6. Consults with parents/guardians, teachers, and staff about the special needs of students and makes appropriate referrals.
7. Assists students in building self-esteem and developing decision-making, problem-solving, and positive human relations' skills.
8. Provides appropriate appraisal services to assist teachers, parents/guardians, and students.
9. Administers tests and utilizes test data and other available information to identify the interests, achievement, and aptitudes of all students for the purpose of assisting students in selecting appropriate curricula, activities and special programs; developing career plans; and providing educational, vocational, and personal/social needs.
10. Assists with appropriate class placement for students. Helps identify students in need of special services, placement, motivation, support, etc. Makes referrals to school resource personnel or community agencies.
11. Helps students develop better study habits, learn to use their time more effectively and develop other attitudes that help make learning easier. Assists students in selecting programs of study to enhance career planning.
12. Provides information and resource services for students, parents/guardians, and faculty.
13. Plans with teachers, principal, parents/guardians, and student's steps for modifying student behavior.
14. Utilizes community resources in addressing the needs of students.
15. Provides data concerning students' needs to determine curricula development.

16. Maintains a file of catalogues, school profiles, scholarship and financial aid information related to schools, colleges, and institutions offering post-secondary educational or vocational training; provides appropriate remediation.
17. Develops personal professional growth plan and demonstrates professional ethics and leadership. Exhibits positive human relations' skills. Serves as resource for and liaison between schools, community agencies, teachers, students and parents and takes an active part in interpreting the school's objectives to parents and the community at large.
18. Demonstrates proficiency in written and oral communication.
19. Complies with local, state, and federal policies, regulations, and laws affecting area of responsibility as well as the American School Counselor Association Code of Ethics.
20. Assumes responsibility to perform any work which is assigned by the Superintendent of Schools and/or his representative, including the immediate supervisor

TERMS OF EMPLOYMENT: Nine, ten, or twelve month year. Salary and work year to be established by the Board.

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

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.