

Morgan County R-1 School District Job Description----- FLSA Exempt

Position Title: Counselor - High School

Department: Instruction

Reports To: Principal

SUMMARY: Utilizing leadership, advocacy, and collaboration, the secondary counselor will 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 are to incorporate the overarching belief that every student will graduate from high school, college or career ready.

ESSENTIAL DUTIES:

1. Provides direct services through guidance curriculum, individual student planning and preventive as well as responsive services.
2. Consults and collaborates with parents/guardians, teachers, administrators and others regarding students with identified concerns and needs.
3. Monitors student academic performance, behavior and attendance as well as facilitates appropriate interventions.
4. Adheres to law, policies, procedures and ethical standards of the counseling profession.
5. Works with the administration to collect and analyze data which guides program development

ESSENTIAL RESPONSIBILITIES: *Other duties may be assigned.*

- District A+ coordinator
- Counsels groups or individual students through the development of educational and career plans.
- Counsels small groups and individual students with problems; refer severe problems to appropriate community resources.
- Consults with teachers, staff and parents regarding meeting the developmental needs of students.
- Evaluates and revise the building counseling program.
- Conducts counseling activities in the classroom in conjunction with administration and teachers.
- Consults with teachers to facilitate the infusion of counseling learning activities into the regular curricula.
- Responds to crisis situations when appropriate.
- Serves as building testing coordinator.
- Facilitates ACT review days prior to each nationally scheduled ACT.
- Serves as building testing coordinator for state mandated MAP exams.
- Provides College Nights and Financial Planning Events for students/parents.
- Plans for and provides scholarship information for students and parents.
- Coordinates/Facilitates 9th grade orientation for Junior High School Students.
- Coordinates the enrollment and orientation of new students and the development of 4-year educational plans.
- Assists the principal in the development, revision and implementation of the master schedule.
- Plans and serves as member of school intervention team.
- Attends(as requested) IEP meetings of Special Services students.
- Plans and serves as a team member of the Freshmen Mentoring Program.
- Schedules 9th grade parent/student conferences----providing information/resources for high school transition.
- Schedules 12th grade parent/student conferences---providing information/resources for postsecondary/technical education.
- Conference with parents on an as need basis, either school initiated or parent initiated.
- Maintains and administers vital student records as they related to graduation requirements.
- Arranges and oversees dual credit program.
- Maintain consistently a professional attitude in the handling of confidential materials.

Physical Requirements:

The employee should be conscientious, dependable, prompt, be in good health, able to lift and have good personal hygiene. Standing, bending, squatting, reaching, stooping, pulling, and pushing in relation to what is pedagogical best practice.

SUPERVISORY RESPONSIBILITIES: As Assigned

EDUCATION and/or EXPERIENCE: Master of Education Degree in Counseling; Master of Science Degree in Counseling.

CERTIFICATES. LICENSES. REGISTRATIONS: Counseling Certificate

EVALUATION: Performance of this job will be evaluated by the principal in accordance with the guidelines and procedures established by the district.

TERMS OF EMPLOYMENT: Ten month employee. Salary to be established by the Board of Education in accordance the salary schedule.