

TITLE**School Counselor****QUALIFICATIONS**

1. Valid Tennessee teaching license with appropriate endorsement(s);
2. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree; and
3. Meets health and physical requirements.

JOB GOAL

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

ESSENTIAL FUNCTIONS**I. Services to Students****A. Counseling and Consultation**

1. Provide counseling to students about adjustment to school and transition from grade level to grade level
2. Provide counseling to students about coping with difficult personal and family problems
3. Provide counseling to students in terms of increasing self-awareness and developing a positive self-concept
4. Provide consultation to students about decisions and goals
5. Provide counseling to students who are referred as having the following problems: attendance, retention, discipline, and pre-delinquency
6. Provide counseling in educational planning and placement
7. Provide counseling in career awareness and planning

B. Counseling and Guidance

1. Provide career development and educational and occupational information
2. Provide primary prevention instruction in areas such as sexual abuse and substance abuse at appropriate grade levels
3. Provide enhancement instruction in areas such as self-concept, interpersonal relations, and decision making appropriate to student development
4. Use teacher and student participation in the implementation of the guidance and counseling program

C. Evaluation and Assessment

1. Provide academic development of students through the interpretation and use of assessments
2. Provide self-concepts development of students through evaluation and assessment

II. Services to School Staff**A. Planning and Program Management**

1. Organize, coordinate, and evaluate learning environments most suited to the developmental needs of students
2. Plan and establish jointly with educational staff a comprehensive guidance program that responds to developmental needs of students
3. Provide up-to-date, accurate student records as relates to the guidance program

B. Consultation and Communication

1. Aid school staff in establishing learning environments most suited to the developmental needs of students
2. Aid school staff in the early identification of student problems
3. Aid school staff in implementing a career development program
4. Aid in program planning for students with special needs

C. Staff Development

1. Orient the staff to the guidance and counseling services
2. Provide staff development activities for school personnel on topics such as achievement and aptitude test results, parent involvement, behavior management, student motivation and human development

III. Services to Parents

A. Consultation and Communication

1. Aid parents in developing strategies for supporting their children's educational program
2. Provide parent training to promote better understanding of child development and behavior and to improve parent-child communication
3. Orient parents to guidance and counseling services
4. Aid parents with appropriate professional services outside the school when needed

Performs other duties as assigned by the principal and/or Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that exceed ten (10) pounds. Other physical demands that may be required are as follows:

1. Kneeling
2. Talking
3. Hearing
4. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or adequately perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment in a rural public school.

May be assigned to more than one school and/or different schools from year to year.

Job Description: School Counselor

12/23/2015

TERMS OF EMPLOYMENT

The employee is expected to complete a minimum of the two hundred (200) day work year of certified employees; additional days are required at the secondary level.

Salary will be established by the years of experience and academic background.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.