

Counselor

Dept/Div: Secondary Technical Center/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate professional work counseling students, providing guidance concerning attendance, enrollment, academics, scheduling, college and career opportunities, providing counseling relating to interpersonal, personal and family occurrences, and related work as apparent or assigned. Work is performed under the moderate supervision of the Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides one on one and group emotional support for students; builds relationships with students; responds to student requests.

Provides personal counseling services to students that may be self, family or staff referred.

Counsels students referred for disciplinary issues.

Assists teachers with student behavior and/or academic issues.

Supervises students during lunch periods and morning and afternoon bus loading and unloading.

Administers and reports state tests to students.

Administers needs assessments to follow up with students.

Knowledge, Skills and Abilities

Comprehensive knowledge of counseling curriculum texts; thorough knowledge of the principles, practices and procedures of school counseling; thorough knowledge of community agencies available to serve and assist students; thorough knowledge of casework methods and procedures; thorough skill conducting and reviewing tests; thorough skill operating standard office equipment and applicable hardware and software; some skill operating standard accounting software; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively in person and via telephone or email; ability to conduct interviews and guidance sessions effectively and to analyze attitudes and problems objectively; ability to counsel students and parents on sensitive problems and to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective relationships with students, parents, staff, social services, administration and the general public.

Education and Experience

Master's degree with coursework in counseling, or related field and moderate experience working in a counseling environment, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Counselor

Special Requirements

K-12 School Counselor license.

Last Revised: 9/27/2011