

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Guidance Counselor Middle School
Department:	Middle School
Reports to:	Principal
Supervises:	n/a

Description of job:

Summary of Responsibilities:

Responsible for assessing each student's interests and aptitudes. Assists students in maintaining normal personal and social adjustments.

Essential Functions:

1. Assists students through the counseling process in the resolution of personal problems that inhibit success in the educational program.
2. Identifies students in need of referral services and assists students and parents in securing appropriate services.
3. Selects, administers and inventories standardized tests to evaluate students' interests and aptitudes and counsels students regarding appropriate course selection.
4. Identifies and develops special abilities of students in order to lead each student to achieve maximum personal growth, self understanding and maturity.
5. Assists students with application process for part time or summer employment.
6. Ensures the appropriate placement of students entering middle school through review of student records and coordination with elementary staff. Interfaces with high school counselors to ensure appropriate placement of students in high school programs.
7. Assists students in the resolution of personal problems which inhibit success in educational programs.
8. Through appropriate counseling techniques, reduces discipline and attendance problems to the minimum level feasible.
9. Through appropriate counseling techniques, help prevent at-risk students improve their attitude towards school and school performance.
10. Maintains student records and protects their confidentiality.
11. Uses data to inform decision-making. Participates in data meetings.
12. Provide lessons on social-emotional issues as well as do presentations to address pervasive climate issues in the school community such as bullying, tolerance and acceptance, citizenship, and other topics as needed.
13. Performs other duties in the guidance field at the request of the principal.
14. Monitor the school's information system, ASPEN, for student failures and progress.
15. Actively participates in the 5th to 6th-grade transition by visiting Elementary schools and organizing the 5th grade transition night.
16. Meet with families and the truancy officer to process referrals
17. Work with individual students who are transitioning back to school from extended absences.
18. Collect data for annual student scheduling and input data using the school's information system, ASPEN, to input data and create student schedules.

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Protective Personal Equipment: n/a					
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i> Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects; Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects; Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects; Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects; Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.					
Driving Requirements:	None: X	Manual:	Automatic:		

Work Environment			
Floor Surface:	Tile or carpet		
Inside:	Up to 100%		Up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:	n/a		

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.		X				

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.		X				
20 – 35 lbs.		X				
35 – 50 lbs.	X					

PUSHING/PULLING						
Maximum push/pull: 10 lbs						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.			X			
10 – 20 lbs.	X					
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing		X			
Walking		X			
Bending		X			
Twisting		X			

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Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping			X		
Pinching		X			
Manual Dexterity			X		
Fine Dexterity		X			

FREQUENCY KEY: Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)

Qualification Requirements:

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

Education and/or Experience:

Minimum three (3) years classroom teaching experience.

License/Certificate/Certification:

Certification as Guidance Counselor.

Technological and/or Technical Skills:

Technological proficiency in major computer software including Microsoft Office, Google, and ASPEN.

Communication Skills:

Strong oral and written communications skills. Capability of responding simultaneously to a variety of requests from students, staff and administration. Demonstrable presentation and platform skills.

Planning Skills:

Ability to prioritize the needs and requests of students, staff and administration within the school setting and respond in a professional and efficient manner.

Interpersonal and Problem solving skills:

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Ability to interact with students, staff and administration in an appropriate manner. Ability to effectively handle issues utilizing a problem solving approach. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

Terms of Employment:

Per NEA/NK Contract

Evaluation:

Per NEA/NK Contract

Date: 12/2016, 6/2019