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Dr. Donna Burge-Tetrick



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Job Description

Position: School Counselor

Classification: Professional

Reports to: Building Principal/Student Services Director/Social Work Coordinator

Evaluation: Evaluations conducted as defined in West Virginia Board of Education Policy 5310.

FLSA Status: Exempt

JOB SUMMARY: The School Counselor “shall work with individual pupils and groups of pupils in providing developmental, preventive and remedial guidance and counseling programs to meet academic, social, emotional and physical needs; including programs to identify and address the problem of potential school dropouts. The school counselor also may provide consultant services for parents, teachers and administrators and may use outside referral services, when appropriate, if no additional cost is incurred by the county board.” (Pursuant to WV Code §18-5-18b)

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgment in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

Qualifications:

- School Counselor Certification
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Perform duties as described in the job description below.

PERFORMANCE RESPONSIBILITIES: (Additional duties may be assigned)

- Provides leadership and support in planning, organizing and implementing a developmental guidance program.

- Provides leadership and support in planning, organizing and implementing the counseling and guidance support program.
- Establishes and implements an improvement process in the developmental guidance program and the counseling and guidance support program.
- Establishes good public and employee relations for the developmental guidance program and the counseling and guidance student support program.
- Maintains professional work habits.
- Maintains and upgrades his/her professional skills in order to improve services for students.
- Plans, prepares and implements new programs or facilities change in the existing program.
- Organizes, directs and coordinates programs.
- Gathers and interprets data for individuals, groups or programs.
- Delivers services to students or others.
- Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others.
- Facilitates professional development activities to achieve goals and achievement of desired goals.
- Develops and improves individual competencies and skills to deliver services.
- Demonstrates competency in the knowledge and implementation of technology standards.
- Follow all state and federal law, and all state, federal, and NCOBE policies and directives.
- Other duties as assigned by building principal or Superintendent

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position required the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings. The noise level in the work environment is low to moderate (20-60dB). Exceptions include gymnasiums as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which effect employee productivity, safety, or judgment in the workplace will not be tolerated.

Revised :June 2023