

## **Secondary Counselor(Professional Counselor)**

### **Purpose Statement**

The job of Secondary Counselor(Professional Counselor) is done for the purpose/s of providing support to the instructional process with specific responsibility for managing the schedules and placement of assigned students; providing course curriculum, information and recommendations to students and parents; and assisting in the development of goals and plans for achievement.

This job reports to Principal in Collaboration with Director of Student Services

### **Essential Functions**

- Coordinates specialists and/or community resources (e.g. service clubs, courts, child protective services, Scholarships, FAFSA, post- secondary guidance, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels students, parents, and guardians, individually or in small groups (e.g. behavioral issues; at risk students; resources available, etc.) for the purpose of ensuring student success.
- Develops a variety of special activities (e.g. parent informational meetings, etc.) for the purpose of serving as an individual support agency for students and their families; contributing to the effective operation of the school.
- Monitors students' progress (e.g. testing, counseling sessions, etc.) for the purpose of identifying issues and taking appropriate action for increasing student success.
- Prepares applications for students or families (e.g. district and community resources, etc.) for the purpose of ensuring effective completion of application processes within designated time frames.
- Prepares a wide variety of materials (e.g. quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. parent education programs, workshops, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches program eligibility requirements (e.g. state and federal regulations, etc.) for the purpose of providing up-to-date, accurate assessment for students; administrative, local, state, assessment results requirements.
- Supervises assigned programs (e.g. special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications; analyzing data; applying curriculum and instructional techniques; comparing results; conducting meetings; estimating required resources; facilitating meetings; preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write

technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development; age appropriate activities/behaviors; assessment instruments and techniques; current and emerging curricula; current and emerging technology; instructional media/equipment; keyboarding; office application software; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with frequent interruptions; meeting deadlines and schedules; organizing tasks.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

### **Required Testing**

State Boards

### **Certificates and Licenses**

Driver's License & Evidence of Insurability  
Licensed Professional Counselor

### **Continuing Educ. / Training**

Masters Degree in Guidance and Counseling or  
Licensed Professional Counselor

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Exempt

### **Approval Date**

5/8/2020

### **Salary Grade**

Certified