

School Counselor Mentor

Job Description

Qualifications:

1. Meet minimum standards for certification as set forth by the West Virginia State Board of Education for School Counselor.
2. Good evaluations and/or recommendations from professional associates, employers, and/or supervisors.
3. Exhibits knowledge of the duties and responsibilities of the school counselor.
4. Ability to communicate effectively with students, school personnel, and parents.
5. Ability to work cooperatively with others.
6. Trained as a school counselor mentor preferred.

Immediate Supervisor: Principal of Beginning School Counselor (home school)

Duties and Responsibilities:

1. Provide an orientation for the beginning counselor at the beginning of his/her employment term.
2. Pre-conference, observe, and post-conference with assigned beginning counselor at least forty-five minutes per week during the first half of the school year. (The mentor will be released from duties as agreed by his/her principal and the mentor.)
3. Assist the beginning counselor in an advisory capacity rather than a supervisory role.
4. Meet with the school principal monthly to discuss the performance, needs (staff development, materials, ...) etc., of the beginning counselor. The beginning counselor may be invited to the meeting.
5. Keep the principal informed of interventions with the assigned beginning counselor.
6. Develop a professional collegial relationship with the assigned beginning counselor.
7. Assist and provide training to beginning counselor in all areas of responsibilities.
8. Assist and train counselor in completing forms, surveys, etc.
9. Observe and provide assistance in the implementation of school developmental guidance curriculum to be presented by the counselor to students.
10. Review with counselor relevant school policies and procedures.
11. Provide names, addresses, telephone numbers, etc., of community agencies with whom the counselor may work.
12. Keep pertinent records as required by the beginning counselor program.
13. Attend staff development sessions for school counselor mentors.
14. Performs other job related duties as assigned by the principal or director of federal programs.

Jackson County Board of Education

Date