

Extracurricular Tutor: Counselor

Job Description

Qualifications:

1. Holds a professional teaching certificate within the grade levels for which the school counselor will be working.
2. Has completed the approved Masters Degree Program for school counselor and is certifiable as a school counselor.
3. Has successfully completed the field-based experience for school counselor.

Immediate Supervisor: Principal

Duties and Responsibilities:

As defined in State Statute 18-5-18b, the role of the counselor is defined as preventative, developmental, and remedial in nature with special emphasis on working with at-risk students. School counselors shall spend at least seventy-five percent of work time on direct counseling relationships with pupils.

1. Implement and/or provide supervision for the Jackson County Guidance Program.
2. Establish good public and employee relations.
3. Maintain professional work habits.
4. Maintain and upgrade professional skills.
5. Provide individual and group counseling for personal growth and self-understanding.
6. Provide individual and group counseling for educational/career planning.
7. Provide leadership in planning and implementing career development experiences.
8. At the middle and high school levels, assist students and parents in the development of student five-year plans.
9. Provide crisis counseling for students who have serious, urgent, or chronic problems.
10. When appropriate, work with outside agencies to coordinate services for students.
11. Confer with parents and teachers regarding the developmental needs of individual students.
12. Assist teachers in developing strategies for classroom management and student discipline.
13. Assist with inservice education designed to help teachers better understand and participate in the guidance program.
14. Coordinate the referral of students for school and community services.
15. Coordinate the school, county, state, and national assessment programs and disseminate and interpret test results as directed by the principal.
16. Collect and maintain student data, both hard and electronic data.
17. Be knowledgeable and proficient in the use of the WVEIS data system.
18. Perform other job related tasks assigned by the principal.

Jackson County Board of Education

August, 2001