

# Counselor

## Job Description

### Qualifications:

1. Qualifications as outlined in West Virginia Code 18A-4-7a and West Virginia Policy 5202.
2. Specialized training as listed in the job posting.
3. Special criteria and skills as listed in the job posting.

Immediate Supervisor: Principal

### Duties and Responsibilities:

As defined in State Statute 18-5-18b and West Virginia Board of Education Policy 2315, 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. Collaborate with other school staff to ensure a comprehensive guidance program that is developmental in nature, based on the national school counseling program standards.
2. Establish good public and employee relations.
3. Facilitate and assist with professional development activities to achieve goals and achievement of desired goals.
4. Provide developmental counseling.
5. Provide counseling in the areas of academic development, personal/social development, and career development.
6. At the middle and high school levels, assist students and parents in the development of student plans.
7. Provide crisis counseling for students.
8. Work with outside agencies to coordinate services for students.
9. Confer with parents and teachers regarding the developmental needs of individual students.
10. Serve as an active member of the student assistance team.
11. Coordinate the referral of students for school and community services.
12. Perform other job related tasks assigned by the principal.