

Job Title: Secondary School Counselor

Reports to (Title): Principal

General Summary:

Professional school counselors support a safe learning environment, work to safeguard the human rights of all members of the school community, and address the needs of all students through culturally relevant prevention and intervention programs that are a part of a comprehensive school counseling program. Through leadership, advocacy and collaboration, professional school counselors promote equity and access to rigorous educational experiences for all students. Assists in other school and district programs as assigned.

Essential Functions:

- Supports and upholds the mission, vision and strategic goals of Gray Collegiate Academy.
- Effectively interacts, communicates and collaborates with students, parents, colleagues and other stakeholders to foster student learning.
- Establishes a safe, supportive, positive and productive learning environment for all students.
- Upholds the ethical and professional standards of the American School Counselor Association (ASCA) and other applicable professional counseling associations, and promote the development of the school counseling program based on the following areas of the ASCA National Model: Foundation, system support, delivery, management and accountability:

Foundation

Professional school counselors act on school counseling philosophies to guide the development, implementation and evaluation of culturally relevant and comprehensive school counseling programs.

Delivery

Professional school counselors provide culturally competent services to students, parents/guardians, school staff and the community in the following areas:

School Guidance Curriculum – This curriculum consists of structured lessons designed to help students achieve the desired competencies and to provide all students with the knowledge and skills appropriate for their developmental level. The school guidance curriculum is delivered throughout the school's overall curriculum and is systematically presented by professional school counselors in collaboration with other professional educators in K-12 classroom and group activities.

Individual Student Planning – Professional school counselors coordinate ongoing systemic activities designed to help students establish personal, academic and career goals and develop future plans.

Responsive Services – Responsive services consist of prevention and/or intervention activities to meet students' immediate and future needs. These needs can be necessitated by events and conditions in students' lives and the school climate and culture, and may require any of the following:

- individual or group counseling
- consultation with parents, teachers and other educators
- referrals to other school support services or community resources
- peer helping
- intervention and advocacy at the systemic level

Professional school counselors develop confidential relationships with students to help them resolve and/or cope with problems and developmental concerns.

System Support

System support consists of management activities establishing, maintaining, and enhancing the total school counseling program. These activities include professional development, consultation, collaboration, supervision, program management and operations. Professional school counselors are committed to continual personal and professional development and are proactively involved in professional organizations promoting school counseling at the local, state and national levels.

Management

Professional school counselors incorporate organizational processes and tools that are concrete, clearly delineated, and reflective of the school's needs.

Accountability

Professional school counselors develop and implement data/needs-driven, standards-based and research-supported programs, and engage in continuous program evaluation activities

- Prepares various records, reports and forms needed to conduct daily activities.
- Effectively uses personal computing devices and software applications for the management of student records, instructional efficiency, and professional development.
- Performs other related duties as required.

Minimum Education/Work Experience:

Master's degree in school counseling or related area; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Valid South Carolina School Counseling certification**Valid South Carolina driver's license****Knowledge/Skills:**

Knowledge of state and federal special education legislation and regulations that impact the position. Knowledge of screening and testing methods for individuals with disabilities. Knowledge of and ability to read and interpret psychological evaluations and reports. Knowledge of and ability to implement methods for developing lesson plans and materials and classroom activities which stimulate learning and provide for personalization. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of and ability to demonstrate proper maintenance, safe operation and utilization of equipment, materials and supplies used in daily activities. Knowledge of and ability to implement 21st century instructional methods and techniques used in teaching and managing special education students. Knowledge of and ability to implement counseling methods necessary for handling student academic and functional/behavioral problems.

Working Conditions:

Conducts duties in a classroom or office environment with no significant exposure to environmental factors. May be exposed to noise from students, bodily fluids, and the possibility of injury from a violent or impaired student. Requires constant attention and repetition associated with working with disabled students. Physical demands are most often restricted to classroom work requiring occasional lifting/moving of items weighing up to twenty-five pounds; however, occasional positioning, moving and/or lifting students weighing up to two hundred pounds may be required. Occasional local travel is required; no overnight travel required. Job requires the operation of general office, technology and special education equipment.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the school board's policy on evaluation of certified personnel.

Disclaimer Statement:

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.