



PHILADELPHIA PUBLIC SCHOOL DISTRICT

Job Description



TITLE: Counselor: Middle/High

Board Approved: <date> 2015

EDUCATION QUALIFICATIONS AND PREREQUISITES

1. Educator License issued by the Mississippi Department of Education in the area of Guidance Counselor
2. Complete a master's degree program in guidance and counseling
3. Such other qualifications as may be set by the Board of Trustees

SUPERVISES N/A

REPORTS TO
Building Principal

JOB GOAL

To provide individual counseling and/or group guidance activities based on the assessed needs of students; consult with parents, teachers, administrators, and other appropriate individuals regarding services and programs available to/for students; develop procedures for program evaluation; serve as a resource person; maintain counseling records; and assist in the identification of students with special needs

To support the *Mission and Beliefs* of the District when carrying out duties and responsibilities as assigned

TYPICAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

COUNSELING SERVICES

1. Spend a minimum of eighty percent (80%) of contractual time in the delivery of services to students as outlined by the American School Counselor Association
2. Provide orientation meetings with teachers, parents, and students to explain the purpose of counseling and guidance services
3. Utilize results from a needs assessment to determine areas upon which to focus services
4. Develop and implement a guidance counseling program
5. Develop a guidance calendar which lists on-going and monthly activities
6. Organize a guidance committee which functions in an advisory capacity
7. Evaluate the guidance counseling program at the end-of-the year
8. Revise the guidance counseling program annually
9. Provide academic and personal/social counseling
10. Use multiple student data sources to help students make informed academic and career choices
11. Provide individual and large/small group counseling based on the assessed needs of students; guidance and counseling may include:
 - a. Peer pressure
 - b. Drug education
 - c. Bullying
 - d. Sexual harassment
 - e. Study skills
 - f. Stress management
 - g. Taking the PSAT/SCT/SAT

12. Provide crisis intervention and preventive counseling
13. Refer to community agencies when needed
14. Provide educational consultation and collaboration with teachers, administrators, parents and community leaders
15. Provide counseling in the areas of educational and career placement services
16. Provide follow-up counseling services
17. Provide conflict resolution counseling services
18. Provide students with information on guidance services, competency testing and graduation and college admission requirements
19. Counsel, advise and/or place students in their next step of normal educational progression
20. Deliver direct services to students, parents, school staff and the community, which are an interaction between the school counselor and students. These direct services may include the delivery of the following:
 - a. School counseling core curriculum
 - b. Individual student planning: coordinate ongoing systemic activities or individual/group sessions designed to assist students in establishing personal/social goals and developing future career plans
 - c. Responsive services: meet students' immediate needs and concerns in regard to social/personal issues. Responsive services may include counseling in individual, small-group settings, or crisis responses
 - d. Indirect Student Services: Services provided on behalf of students as a result of the school counselors' interactions with others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations
21. Conduct registration for all students
22. Conduct orientation for new students
23. Assist students in making the transition from one grade level to another and the elementary school to the middle school and the middle school to the high school
24. Supervise the maintenance and disposition of student cumulative folders, permanent records, and other student records as directed
25. Supervise the transmittal of student cumulative folders, permanent records, and other student records as directed
26. Assist in the coordination and administration of individual and group achievement and aptitude tests, including local, state, federal, and national testing programs
27. Assist in the interpretation of test results to students, parents, teachers and other appropriate parties
28. Enter, or supervise entry, of appropriate test results into the cumulative folder
29. Accept, screen and follow-up on referrals from teachers and parents
30. Assist in the identification of students with special needs, for example special education, medical and emotional
31. Work closely with the screening team in determining placement for students in any area of exceptionality
32. Assist with parent conferences for any student being considered for placement in any special program
33. Provide consultation with teachers on educational progress of students
34. Consult with parents
35. Inform parents of actions by counselor/s on behalf of students
36. Compile student progress reports when requested by parents
37. Arrange and assist with parent-teacher-counselor conferences
38. Provide follow up information on all conferences and referrals to appropriate individuals
39. Organize and conduct in-service workshops
40. Provide resource materials
41. Maintain involvement with school parent associations

42. Develop, maintain and utilize list of contacts and working relationships with agencies and appropriate personnel in the public and private sector
43. Assist parents in the effective use of referral resources
44. Organize office for effective use and for easy access to students to include the following:
 - a. Maintain a calendar of events
 - b. Maintain a schedule of appointments
 - c. Submit reports to the appropriate supervisory personnel upon request/schedule
45. High School Counselor
 - a. Supervise preparation and processing of college scholarship, college entrance and employment applications
 - b. Write letters of recommendation
 - c. Provide information and organize visitations from colleges, employers and military

COMMUNICATION

1. Relate to parents and other community members, individual and corporate, in a positive and helpful fashion
2. Write, speak, and present in a clear, concise, and well planned manner

PROFESSIONAL DEVELOPMENT

1. Participate in self-initiated and school/district-initiated professional growth in order to maintain licensure and support school improvement efforts
2. Reflect on counseling practices and devise methods of program improvement
3. Keep informed of developments within the profession

POLICIES AND PROCEDURES

1. Adhere to policies and procedures established by district, state, and federal guidelines
2. Abide by the American School Counselor Association Code of Ethics
3. Submit required reports efficiently, promptly, and accurately

OTHER DUTIES

1. Accept the responsibility of co-curricular and extra-curricular duties as assigned by the administration
2. Participate in departmental/grade-level teams, school-level teams, and district-level committees as requested
3. Attend school-related functions (e.g. PTA) outside the instructional day
4. Perform other duties as assigned

TERMS OF EMPLOYMENT

220 days annually with salary in accordance with the certified teacher salary schedule as approved by the Board of Trustees

EVALUATION

Performance of this position will be evaluated annually in accordance with the provisions of Board Policy.