



## Columbia County School District Job Description

<b>Position Title:</b> School Counselor (Middle School)		
<b>Department:</b> School	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the principal in accordance with Policy GBI – Evaluation of Personnel	
<b>Pay Grade:</b> Teacher Salary Schedule based on certificate level and years of acceptable experience	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 205 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Principal		

### MINIMUM QUALIFICATIONS

**Education:** Master's degree in education. Hold or eligible for the Georgia Service certificate in School Counseling.

**Essential Knowledge/Skills:** Thorough knowledge of the curriculum, instruction, and counseling/guidance theory and practice. Effective counseling skills to include problem identification/analysis skills and basic conflict resolution. Effective communication skills, oral and written, developed to meet the diverse needs of students, professional staff, and other community agencies. Ability to work with individuals, small groups and classroom groups. Ability to organize and implement student guidance and counseling programs in compliance with policies and procedures of the Columbia County Board of Education and the Georgia Department of Education. Ability to assist students in developing competencies and skills in interpersonal relations, communications, decision-making, study skills and career awareness.

**Experience:** A minimum of three years successful teaching experience preferably in a middle school setting or completion of a yearlong counseling internship.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Supports the instructional program and student performance by providing counseling and guidance services to students through classroom guidance, individual and small group counseling services.
- Counsels students on personal problems, careers, peer relationships, and attendance problems.
- Conducts small and large group guidance services.
- Communicates with parents and agency representatives concerning student problems.
- Interprets test data for parents, teachers, and students when appropriate.
- Serves on crisis intervention team when appropriate.
- Coordinates orientation programs for all new students and students transitioning to high school.
- Participates in parent/student/teacher conferences.
- Serves as a consultant on RTI team as appropriate.
- Serve as registrar creating and managing the master schedule in accordance with state guidelines.
- Serve as gifted coordinator for the building identifying students and overseeing the program.
- Coordinate the implementation of the career development program meeting all requirements of the Bridge Bill and CCRPI.
- Attends workshops, conferences and other staff development activities.
- Participates in school activities involving parents, teachers, and students.
- Promotes the guidance program, and seeks advice from parent and citizen groups regarding direction of guidance services.
- Performs all other duties as assigned by the principal.

## IMPORTANT NOTES

### ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** August 2015