

**BIBB COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: SCHOOL COUNSELOR

Class: Certified Personnel

Level: Teacher

Department: Curriculum

Supervisor: Principal/Counseling
Coordinator

Service Type: Certified

FLSA: Exempt

Salary: BCS Salary Schedule

Terms of Employment: 9 or 10
Months

JOB GOAL:

To provide a comprehensive counseling and guidance program for students.

MINIMUM QUALIFICATIONS:

1. Master's Degree and valid Alabama certification in school counseling.
2. Three (3) year's successful experience in teaching or counseling.
3. Basic computer skills required.
4. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Provide comprehensive, developmental counseling and guidance services to all children.
3. Develop activities and resources to implement and evaluate the approved program.
4. Prepare proactive and preventive guidance lessons in elementary and middle schools for each classroom according to a schedule coordinated with each classroom teacher.
5. Assist teachers, parents, and students in determining the needs of each student by providing student appraisal services.
6. Analyze and interpret test results to teachers, parents, and students to include Special Education referrals as necessary.
7. Assist teachers in identifying student deficiencies.
8. Work with students as needed or assigned.
9. Provide orientation for new students and parents.
10. Recommend students for remedial or advanced study.
11. Coordinate referrals to the at-risk program.
12. Serve on the local R + I team.
13. Attend all Multidisciplinary Eligibility Determination Meetings.
14. Attend IEP meetings for special education students as needed.
15. Assist with all 504 referrals at each school site.
16. Attend all 504 placement meetings.
17. Attend 504 meeting with parents and teachers.
18. Develop and implement small group counseling programs as needed.
19. Provide individual counseling sessions to students.
20. Provide leadership in the development and implementation of a group guidance program.

21. Assist students in building self-esteem and developing decision-making, problem-solving, and positive human relations skills.
22. Assist student in developing skills to understand their interests.
23. Provide appropriate placement and follow-up services for students.
24. Plan with teachers and principal steps for modifying behavior of students.
25. Consult with parents, teachers, and community resources (i.e. DHR, Caring for Kids, Child Advocacy Center, mental health agencies, etc.) concerning the special needs of students and make referrals as appropriate.
26. Coordinate identification of ELL students.
27. Provide data concerning students' needs to assist the curriculum development in the school.
28. Provide data concerning students' needs to assist the curriculum data for personal/social, educational, and career/technical development.
29. Supervise collection and maintenance of appropriate student data for personal/social, educational, and career/technical development.
30. Assist administrators in preparation for the opening and closing of school each year.
31. Develop, implement, and evaluate an annual local school counseling and guidance plan in accordance with standards set forth by the State Plan and consistent with the local system plan developed by the counselor and test coordinator.
32. Serve on local school committees governing retention and absences.
33. Develop small group programs to address anger management and violence prevention.
34. Assist teachers and students in the use of guidance materials.
35. Assist with enrollment and placement of new students.
36. Assist with pre-registration and registration of students.
37. Establish and coordinate local guidance advisory committees.
38. Participate in professional development activities to enhance knowledge of and current issues and trends in counseling.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties as assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work a full day and additional hours as required.
2. Thorough knowledge of the Alabama Comprehensive Plan for Guidance.
3. Skill and strategies and techniques in counseling.
4. Skill on computers and computer software programs including Microsoft Office and local and state mandated software programs.
5. Excellent oral and written communication skills.
6. Skill in planning and organizing.
7. Knowledge of federal and state laws and Board policies related to the counseling program.
8. Ability to exhibit professionalism, ethical behavior and keep school matters confidential.
9. Skill in working with students, teachers, parents, and community effectively.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Lifting on an occasional basis.
2. Climb, stoop, bend, balance, kneel, and reach with hands and arms on an occasional basis as required.
3. Adequate strength, mobility, dexterity, agility, speech and visual acuity to perform required tasks.

EVALUATION:

Job performance for tenured personnel will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.