



Columbia County School District Job Description

Position Title: School Counselor (High School)		
Department: School	Evaluation Instrument: Performance will be evaluated annually by the principal in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: Teacher Salary Schedule based on certificate level and years of acceptable experience	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 205 Days Per Year, 8 Hours Per Day		
Reports to: 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: Minimum of three years successful teaching experience 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 student achievement and performance by providing direct counseling and guidance services to students through individual and group services in accordance with policies and procedures of the Georgia Board of Education, Columbia County Board of Education, state and federal statutes.

Classroom Guidance

- Conducts small and large group guidance sessions
 - Academic skills support
 - Organizational, study and test-taking skills
 - Post-secondary planning and application process
 - Career planning
 - Education in understanding self and others
 - Coping strategies
 - Peer relationships and effective social skills
 - Communication, problem-solving, decision-making, conflict resolution and study skills
 - Career awareness and the world of work
 - Substance abuse education

- Multicultural/diversity awareness
- Coordinates the courses and program selection process for students
 - Registration
 - BRIDGE Bill
 - Individual Graduation Plans
 - Post-secondary plans
- Assists with preparation of transcripts
 - Distribution to students and post-secondary institutions, official/unofficial
 - Summer School grades
 - Credit Recovery grades

Individual Student Planning

- Counsels students on personal problems, career selection and planning, peer relationships, attendance, and academic problems
 - Goal setting
 - Academic plans
 - Career plans
 - Problem solving
 - Education in understanding of self, including strengths and weaknesses
 - Transition plans
- Reviews student cumulative folders
- Transcript evaluation/individual graduation plan
- Interprets test data for parents, students, teachers and administrators
- End of Course/Student Growth Models
- Student Learning Objectives
- Scholastic Aptitude Test, SAT/PSAT
- American College Test, ACT
- Post-Secondary preparation
- Course and program selection
- College applications
- Technical College applications
- Work-Force Readiness
- Military
- Scholarships
- Letters of Recommendation

Responsive Services

- Individual and small-group counseling
 - Needs-based, solution focused counseling
- Individual/family/school crisis intervention
 - Crisis team members/contributors
- Peer facilitation
 - Mediation of student discord
- Consultation/collaboration
 - Facilitates teacher and parent conferences.
 - Consults with parents, faculty, and agency representatives concerning students
- Referrals
 - Collaboration with school social workers
 - Collaboration/consultation with Department of Child and Family Services and other community agencies

System Support

- Professional development
 - Engages in professional development activities.
- Consultation, collaboration and teaming
 - Performs related duties assigned by the Principal
- Program management and operation

- Develops, implements, and evaluates individual and school guidance programs
- Assists with student recognition programs
- Coordinates guidance graduation activities
- Prepares final graduation list

Perform 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