

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

December 15, 2021

The Autauga County Board of Education is now accepting applications for the positions of: 12-month Guidance Counselor at Prattville High School

Job Description: Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

Qualifications: Current Alabama Teacher's Certificate, Class A or higher, with proper endorsement/certification

Effective Date: Following Board Approval

Salary: \$53,506 - \$93,850 (ACBOE approved salary schedule based on rank, certification, and experience)

Contract Length: 240 days (12 months)

Application Information: Go to <http://www.alsde.edu/TeachinAlabama/> to complete the on-line application. On the *Where do you want to work?* page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

Application Deadline: December 23, 2021 or until filled

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

1 Attachment
1. Job Description

GUIDANCE COUNSELOR

POSITION TITLE: Counselor

RESPONSIBLE TO: Principal

QUALIFICATIONS: Valid Teaching Certificate

PERFORMANCE RESPONSIBILITIES:

1. Provides data to appropriate school officials to determine individual and school needs.
2. Establishes guidance program objectives based on needs assessment.
3. Implements activities using a variety of techniques to meet guidance program objectives.
4. Encourages appropriate student behavior to achieve a functional learning atmosphere.
5. Exhibits evidence of human relations skills.
6. Assists administration in educational evaluation of program and/or student progress.
7. Communicates and consults with parents, colleagues and community groups.
8. Uses correct grammar in written and oral communication.
9. Maintains and submits counseling and guidance records and reports.
10. Adheres to school system rules, administrative procedures, local board policy, and State and Federal rules and regulations.
11. Engages in professional growth and development activities.
12. Performs other duties as assigned by the local board of education.

PERFORMANCE RESPONSIBILITIES SPECIFIC TO POSITION:

1. Plans, manages, budgets and evaluates the comprehensive and sequential guidance and counseling program.
2. Coordinates all aspects of the total guidance and counseling program through services to individual students, groups of students, school staff and community.
3. Assists in selecting appropriate curriculum, activities, and special programs to implement the guidance program objectives.
4. Provides guidance through various activities designed in the development of personal, educational and career goals.
5. Provides and shares information and resources when appropriate with teachers, principals and parents to enhance development of all students.
6. Counsels with students, parents and teachers and utilizes available test data and other information to identify interests, achievements and aptitudes of all students.
7. Counsels with students and participates in a process that facilitates understanding of self and environment and results in establishing and/or clarifying goals and values which influence behavior.

JOB GOAL:

To help students develop those skills in the areas of personal/social growth, educational planning, and career/vocational development which will contribute to their growth as mature, able, responsible members of society.