

**Job Title:** School Counselor

**FLSA Exemption Status:** Exempt

**Term:** Varies depending on school

**Minimum Qualifications:**

1. Valid Tennessee teaching license with appropriate endorsement(s);
2. Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree; and
3. Meets health and physical requirements.

**Job Objectives/Goals:**

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

**Responsibilities and Essential Functions:**

1. Services to Students
  - A. Counseling and Consultation
    1. Provide counseling to students about adjustment to school and transition from grade level to grade level
    2. Provide counseling to students about coping with difficult personal and family problems
    3. Provide counseling to students in terms of increasing self-awareness and developing a positive self-concept
    4. Provide consultation to students about decisions and goals
    5. Provide counseling to students who are referred as having the following problems: attendance, retention, discipline, and pre-delinquency
    6. Provide counseling in educational planning and placement
    7. Provide counseling in career awareness and planning
  - B. Counseling and Guidance
    1. Provide career development and educational and occupational information
    2. Provide primary prevention instruction in areas such as sexual abuse and substance abuse at appropriate grade levels
    3. Provide enhancement instruction in areas such as self-concept, interpersonal relations, and decision making appropriate to student development
    4. Use teacher and student participation in the implementation of the guidance and counseling program
  - C. Evaluation and Assessment
    1. Provide academic development of students through the interpretation and use of assessments
    2. Provide self-concepts development of students through evaluation and assessment
2. Services to School Staff
  - A. Planning and Program Management
    1. Organize, coordinate, and evaluate learning environments most suited to the developmental needs of students

2. Plan and establish jointly with educational staff a comprehensive guidance program that responds to developmental needs of students
  3. Provide up-to-date, accurate student records as relates to the guidance program
  - B. Consultation and Communication
    1. Aid school staff in establishing learning environments most suited to the developmental needs of students
    2. Aid school staff in the early identification of student problems
    3. Aid school staff in implementing a career development program
    4. Aid in program planning for students with special needs
  - C. Staff Development
    1. Orient the staff to the guidance and counseling services
    2. Provide staff development activities for school personnel on topics such as achievement and aptitude test results, parent involvement, behavior management, student motivation and human development
3. Services to Parents -
- A. Consultation and Communication
    1. Aid parents in developing strategies for supporting their children's educational program
    2. Provide parent training to promote better understanding of child development and behavior and to improve parent-child communication
    3. Orient parents to guidance and counseling services
    4. Aid parents with appropriate professional services outside the school when needed Performs other duties as assigned by the principal and/or Director of Schools.
  4. Attend work on a regular and predictable basis.
  5. Perform other duties as assigned.

**Skills and Abilities Required:**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.
4. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

**Physical Demands:**

This job may require lifting of objects that exceed ten (10) pounds. Other physical demands that may be required are as follows:

1. Kneeling
2. Talking
3. Hearing
4. Seeing

**Reports To:** Building Principal

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.



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