Hickman County Schools

Job Title: School Counselor

Contract Period: 10 months (high school counselors 11 months)

Reports to: Principal of School

* Coordinates with teachers, administrators, resource specialists and/or community (e.g., service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
* Counsels students, parents, and guardians for the purpose of enhancing student success, academically, socially, and emotionally, in school.
* Develops a variety of special programs and classes (e.g., group and teamwork, leadership, bullying, coping with divorce or death, social skills) for the purpose of providing information to assist students
* Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
* Prepares a wide variety of materials (e.g., lesson plans, quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
* Assists and/or prepares career fairs, college days, and other events to expand student knowledge of college and career exploration and readiness.
* Presents information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
* Schedules student classes on a variety of topics for the purpose of helping students academically, socially, and emotionally reach success in school.
* Monitors and prepares reports on student progress and academic completion.
* Other duties as assigned by the Principal for the needs of the school and team.