

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Secondary School Counselor <u>(Middle College)</u>
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. AA Certification, license, or other legal credentials required 2. Master's Degree required in Guidance Counseling required 3. Bus Driver Certification 4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.
REPORTS TO:	Principal
JOB GOAL:	To help students overcome problems that impede learning and to assist them in making educational, and behavioral choices and for utilizing their potential in school and society.

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PERFORMANCE RESPONSIBILITIES:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupation information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data; and works with students in evolving education and occupation plans in terms of such evaluation.
4. Works to discover and develop special abilities of students.
5. Works to resolve students' educational handicaps.
6. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
7. Works to prevent students from dropping out of school.
8. Helps students evaluate career interests and choices.
9. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
10. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
11. Plans guidance field trips to schools, colleges, and industry for interested students.
12. Guides students in their participation in school and community activities.
13. Maintains student records and protects their confidentiality.
14. Supervises the preparation and processing of college, scholarship, and employment applications.
15. Makes recommendations to colleges for admissions and scholarships.
16. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
17. Confers with parents whenever necessary.
18. Assists in the orientation of new faculty members.
19. Provides in-service guidance training ~~in-guidance~~ for teachers and student teachers.
20. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve educational prospects of individual students being counseled.
21. Advises administrators and faculty on the matters of student discipline.
22. Takes an active role in interpreting the school's objectives to students, parents, and the

Tupelo Public School District

community at large.

23. Interprets the counseling/guidance program to the community.
24. Organizes and conducts annual "Career Day."
25. Arranges for tutors and summer school work.
26. Oversees the middle college program.
27. Recruits students to participate in the middle college program.
28. Acts as a liaison between Tupelo High School and the community college.
29. Supports students participating in the middle college to make sure they are attending classes, meeting academic requirements, handling the level of rigor of classes.
30. Develops students' study skills, writing, and other areas of need as identified during the middle college program.
31. Identifies resources at the community college and share resources with the students.
32. Coordinates food service as outlined by the food service department and requirements based on students participating in the middle college program.
33. Performs other tasks as assigned by supervisor.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel, objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT: Contingent upon location. Salary to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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