

Policy GFBCF: Job Description: School Counselor

Status: DRAFT

Original Adopted Date: 09/07/1995 | **Last Revised Date:** 07/11/2022 | **Last Reviewed Date:** 07/19/2022

Jackson County School District (JCSD) Professional School Counselors must spend a minimum of eighty percent (80%) of their contractual time to the delivery of services to students in the JCSD as outlined by the American School Counselor Association. Delivery of services is the direct service provided to students, parents, school staff and the community which is an interaction between JCSD Professional School Counselors and JCSD students. These direct services may include the delivery of the following:

- **School Counseling Core Curriculum:** This curriculum is designed to help students attain the desired competencies and to provide all students in the JCSD with the knowledge, attitudes and skills appropriate for their developmental level. The School Counseling Core Curriculum is delivered throughout the overall curriculum in each school of the JCSD and may be presented by JCSD Professional School Counselors in collaboration with other JCSD professional educators and other resources. Collaborative efforts may be implemented to enhance the services provided.
- **Individual Student Planning:** JCSD Professional School Counselors coordinate ongoing systemic activities or individual/group sessions designed to assist students in establishing personal/social goals and developing future career plans.
- **Responsive Services:** Responsive services are designed to meet students' immediate needs and concerns in regard to social/personal issues. Responsive services may include counseling in individual, small-group settings, or crisis responses.
- **Indirect Student Services:** Indirect services are provided on behalf of students as a result of the JCSD School Counselors' interactions with others, including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations.
- JCSD Professional School Counselors shall abide by the American School Counselor Association Code of Ethics, in addition to the JCSD Professional Educator Code of Conduct (Policy GAA).

QUALIFICATIONS:

1. Master's degree with major in school counseling
2. AA Certification as a Guidance Counselor (436 MS Endorsement)
3. Ability to lift a minimum of 25 pounds

REPORTS TO:

Principal and Director of Federal Programs and Student Services

JOB GOAL:

Assist students with personal/social emotional, academic, and college/career goals

AREAS OF RESPONSIBILITY: DUTIES AND RESPONSIBILITIES:

1. Classroom, small group and individual school counseling.
2. Individual student academic planning and goal setting.
3. Advocacy for students in individual education planning and career program planning.
4. Collaboration with families/teachers/administrators/community for student success.
5. Student scholarship assistance *High School Only*.
6. Referrals for long-term support after conducting data analysis to identify student issues, needs and challenges.

7. Engage in and provide effective parent/community outreach services.

JOB DUTIES:

1. Provide classroom, individual, and group counseling in the areas of academic, career, and personal/social development for all students.
2. Refer children with suspected emotional problems to qualified mental health personnel for assistance
3. Assist teachers, multi-tiered system of support teachers (MTSS), and positive behavioral specialists with students who exhibit discipline problems and other misbehaviors.
4. Assist all college-bound seniors with college preparation procedures, including, but not limited to, registration for the ACT and completion of scholarship and grant applications
5. Assist students in career planning, which incorporates life skills for career development that students need to be successful.
6. Schedule students for classes that will best suit their educational needs
7. Assist in preparing and presenting drug education, bullying prevention, and mental health materials to students
8. Work collaboratively with all stakeholder groups to create a positive learning community through the implementation of a comprehensive school counseling program to improve the academic success of students, to enhance student strength and address student weaknesses, and to improve communication and collaboration among the school, home, and community in order to promote and build trust, understanding, and partnerships with all segments of the school community.
9. Be punctual and conscientious in school attendance and participate in school-related functions as assigned by the Principal and/or Director of Federal Programs and Student Services.
10. Perform all other such duties and responsibilities as may be assigned by the Principal and Director of Federal Programs and/or Student Services.

TERMS OF EMPLOYMENT:

Guidance personnel shall be employed for ten (10) months (207 days), unless specified otherwise by the school board. Salary is to be based on base pay for length of employment and the regular teaching supplement of the district.

EVALUATION:

Performance in this position will be evaluated annually by the Principal and Director of Federal Programs and Student Services in accordance with provisions of the Board's policies on evaluations.
