

JOB DESCRIPTION

TITLE

Secondary School Counselor (Grades 7-12)

POSITION TYPE

Exempt

PRIMARY FUNCTION

The Secondary School Counselor services all students at Charles City High School in grades 7-12, implementing guidance programs in curriculum and course scheduling, individual postsecondary college, career and academic counseling, response and support services, including counseling and consultation, and professional development and management activities. The counselor works to assist students in understanding their individual abilities, aptitudes, interests and opportunities and to support and assist all students in realizing and maximizing their potential.

MINIMUM QUALIFICATIONS

- Postgraduate Professional License with appropriate school counselor certification required
- Master's Degree
- Minimum of two years of successful full-time teaching experience or two years of successful counseling experience required
- Demonstrated personal and professional characteristics necessary to work effectively and cooperatively with students, community members, staff, teachers and parents
- Ability to work with scheduling and scheduling conflicts to maximize efficiency and course variety
- Comprehensive knowledge of a variety of guidance and counseling programs
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable

REPORTS TO

School Principal

PERFORMANCE RESPONSIBILITIES

- Provides career and academic counseling to all secondary students, developing a comprehensive six-year success plan for every student in partnership with families to ensure that every student graduates on time and meets their goals
- Works with elementary administration and staff to plan and execute successful transition plan and programming for rising 7th graders prior to their arrival at Charles City High School and offers continued support for student adjustment and orientation programs throughout the student six-year matriculation period
- Plans, implements and delivers high-quality and appropriate guidance curriculum in classrooms or small groups and collaborates with teachers in presenting guidance related curriculum and information on academic or career topics
- Offers information and encouragement to students for consideration and participation in regional governor's schools, advanced placement, dual enrollment courses, internship opportunities, employment
- Collects and interprets data about students to assist in program planning, occupational and/or educational placement and student adjustment
- Guides students in their participation in community activities and service
- Serves as a key advocate for students in dropout prevention
- Provides information and registration support for students and families in all employment, career, and academic/college assessment and testing (including, but not limited to career strengths assessments, ASVAB, SAT, ACT, AP). Interprets all test and exam data to students, parents and teachers.
- Presents information to families and community members regarding available programs and opportunities for students in the school division as outlined by the Program of Studies and various community partnerships and school programs
- Supports student achievement by working collaboratively with faculty, staff, families and community to plan, implement and support individualized and personalized learning experiences, schedule changes, eligibility criteria and the total educational program

- Coordinates with the CCPS Elementary School Counselor to ensure that a continuum of support for all PK-12 students remains seamless, supportive and connected to maximize student confidence and self-confidence
- Guides and assists students in all application and matriculation processes, including preparation of transcripts, assessment data, etc. involved in ensuring that all students connect and successfully achieve their post-secondary career and college readiness plans and goals
- Follows up with students in post-secondary careers to gauge success of program and evaluates the success of the overall school counseling program using consistent and identified key performance indicators.
- Works cooperatively and collaboratively with colleagues, support staff, and administration.
- Actively participates in professional growth activities and demonstrates professionalism.
- Contributes to the total school program by serving on governance teams, committees and task forces in the school and division such as: *student assessment teams; Child Study; Eligibility; IEP; and other professional Committees.*
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other related duties as assigned.

JOB SPECIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The Secondary School Counselor must have the ability to work independently, plan and execute multiple duties. This position will need to provide critical and effective support services and information across a variety of individual student needs and ensure that all parties working in support of each student remain confidential and connected and understand their role in that support network. Deadlines for applications, transcripts, scheduling, student records and other work must be strictly adhered to and scheduled to ensure that all expected targets are met. This individual must act within guidelines of school division policies and counseling program, as well as Virginia Department of Education regulations and abide by ethical standards as defined by the American Counselors Association and American School Counselors Association.

The Secondary School Counselor must possess superior analytical skills and an ability to assess student needs, plan, implement and deliver appropriate programs, create individual student and school master schedules, maintain contact and cultivate relationships with a wide variety of post-graduate institutions and workforce institutions and offer planning and counseling to students and families regarding a wide range of personal and confidential issues. Position may require ability to sit for extended periods of time. The Secondary School Counselor must possess knowledge of computer skills and database systems to complete/submit electronic forms, transcripts, applications and reports and must be able to lift/carry up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

TERMS OF EMPLOYMENT

12 months/240 days – Twelve Months - Salary according to School Board Approved Budget

EVALUATION

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of licensed personnel.

APPROVED BY SUPERINTENDENT

May 17, 2016 (Updated 7/15/19)

JOB DESCRIPTION PREPARED BY

Director of Human Resources



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 to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): _____

Signature: _____

Date: _____

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.