

ST. MARY'S COUNTY PUBLIC SCHOOLS
EXEMPT CERTIFICATED POSITION DESCRIPTION

SCHOOL COUNSELOR

POSITION: School Counselor
REPORTS TO: Site Administrator/Supervisor
LOCATION: Various Locations

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

Counselors will be responsible for delivering the developmental guidance program for grades K-12 to students, parents, and staff which includes: individual and group counseling, classroom guidance, career guidance, consulting with staff and parents, individual student appraisal, and staff development.

- Counseling – assists students through individual and small group sessions to understand and accept themselves and other, resolve conflicts in a peaceful manner, adjust to school settings, overcome crisis situations, etc.
- Consultant – works closely with administration and staff to meet individual student needs, including special programs and staff development.
- Pupil appraisal – coordinates the accumulation, organization, and maintenance of confidential pupil files. Interprets this information to help identify students with special abilities and needs.
- Parent assistance – conducts individual and group conferences with parents and serves as a resource person on child growth and development issues.
- Referral – coordinates referrals to other specialists in pupil personnel services, instruction, and agencies in the school and the community.
- Program Planning – coordinates activities of school personnel, parents, students and community in planning and developing the guidance program.
- Career development – coordinates and implements a career awareness program, including curriculum suggestions to teachers.
- Change agent – attempts to change aspects of the school environment that are detrimental to the development of the child.
- Ombudsman - acts as a spokesperson and advocate for the individual student.
- Behavior modifier – acts as a resource person to the teacher by intervening to change the disruptive behavior of students.
- Public relations – interprets guidance services to school staff, parents, and community groups through special programs and media.
- Enrollment interviews – coordinates interviewing of new students and parents prior to enrollment, including preliminary diagnostic testing.
- Crisis intervention – provides appropriate assistance for such issues as a child abuse, suicidal tendencies, and substance abuse.
- Instructional support service – assists classroom teachers in a support/resource capacity with the delivery of health education programs as outlined in the proposed state health education framework.

- Additional responsibilities may be assigned by the Supervisor of School Counseling and the school Principal.

QUALIFICATIONS:

In order to be considered for this position, an applicant shall hold a professional teacher's certificate with an endorsement as a K-12 school counselor.

- Recent teaching or counseling experience preferred;
- Possess an in-depth knowledge of guidance and counseling; and
- Demonstrate a desire to help others.

TERM OF EMPLOYMENT:

Full-time, ten-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC