Middletown City School District
Job Description

Counselor

EMIS Position Code 202

Qualifications

1. Baccalaureate degree in field of education.
2. Master's Degree.
3. Demonstrates a sincere desire to aid all students.
4. Holds a current and valid School Counselor licensure required.
5. 3 years or more as Classroom Teacher.
6. Acceptable BCII report and FBI report.
7. Ability to meet all job expectations and objectives.
8. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate.

Supervises

Supervises students, educational attendants or aides, and when asked may supervise university students.

Job Goals

1. To further the mission and vision of the school district.
2. To implement guidance curriculum through delivery of classroom units and infusion in content areas.
3. To create an orientation program(s) for all students new to the building.
4. To act as both liaison and advisor to the building principals concerning the affairs of the department.
5. To provide leadership in the area(s) of guidance services and innovations.
6. To provide a comprehensive competency-based counseling program focused on the learning, personal/social and career/vocational needs of all students.

Reporting

Middletown City School District Superintendent/Designee, and Principal.

Performance Responsibilities

1. Assist in all counseling services for students and assist with the coordination and implementation of student services in the school. Assist teachers with the Guidance Curriculum.
2. Aid students in course and subject selection and appropriately schedule students.
3. Obtain and disseminate occupational information to students and to classes studying occupations.
4. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in evolving education and occupation plans in terms of such evaluation.
5. Work to discover and develop special abilities of students.
6. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
7. Work to prevent students from dropping out of school.
8. Consult with students, parents and staff to assist students with academic/career planning. Make recommendations to colleges for admissions and scholarships.
9. Remain readily available to students to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
10. Work 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.

Continued:

11. Schedule opportunities to meet with college representatives and admissions counselors both on and off campus. Provide student information to colleges and potential employers according to provisions of the Board's policy on student records.
12. Guide students in their participation in school and community activities.
13. Maintain student records and protect their confidentiality.
14. Supervise the preparation of and assist students with scholarship, college entrance, financial aid applications and employment applications.
15. Provide in-service training in guidance for teachers and student teachers.
16. Work with teachers and other staff members to familiarize them with the general range of services offered by the guidance department.
17. Advise administrators and staff on matters relating to student well-being.
18. Take an active role in interpreting the school's objectives to students, parents, and the community at large.
19. Organize and promote college and career readiness programs.
20. Arrange for tutors and summer school work.
21. Initiate the psychological evaluation of students with the district psychologist.
22. Provide individual and group counseling services to meet the developmental, preventive, and remedial needs of students.
23. Coordinate an orientation program for all students new to the building.
24. Consult with students, parents, teachers, and other school and community personnel to assist in meeting the needs of students.
25. Keep abreast of developments in curriculum, instruction and assessment and work with Curriculum Department on implementation and monitoring of district initiatives.
26. Maintain positive relationships with students, parents, and teachers.
27. Uphold district policies and procedures.
28. Delegate authority and responsibility appropriately and effectively.
29. Be highly visible throughout the school.
30. Assist in scheduling educational assemblies for the student population.
31. Prepare all reports and maintain such records as required by school law, regulation, or request of the principal.
32. Prepare and submit all necessary forms and reports as requested accurately and in a timely manner.
33. Promote good public relations.
34. Serve as a role model for students.
35. Accurately interpret test results and other student data. Assist teachers with the educational placement of students by using appropriate educational assessment strategies.
36. Adhere to ethical standards of the counseling profession, and abide by the laws, policies, and procedures that govern the schools. Participate in professional associations and upgrade professional knowledge and skills when needed.
37. Counsel students with learning, physical, social, and emotional problems, through conferences held with students on the basis of teacher, parent, principal, or self-referral.
38. Coordinate the efforts of all specialists working on a case.
39. Arrange case conferences involving classroom teachers, school nurse, psychologist, parents, principal, and community agencies.
40. Acquaint teachers with psychological personnel and services available.
41. Maintain accurate and up-to-date permanent record folders.
42. Available to all students seeking guidance and counseling services.
43. Advocate on behalf of the student and/or his/her family. Take all necessary and reasonable precautions to protect students.
44. Facilitate outreach efforts to provide services to students, parents/guardians and staff.
45. Connect students, parents/guardians and staff with specialized referral agencies.
46. Participate in in-service activities promoted by the district.
47. Serve as the School to Work, Education for Employment, Tech-Prep and District Assessment Coordinator (DAC)
48. Schedule and coordinate State Assessments as well as the ACT, PSAT, SAT, ASVAB, etc...
49. Uphold district policies and procedures.
50. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
51. Perform other duties as assigned by Building Principal or District Administrator.

Other information associated with this position

Additional working conditions may include:

1. Occasional requirement to travel, both daily and overnight.
2. Frequent weekend and evening work.
3. Occasional exposure to blood, bodily fluids and tissue.
4. Frequent interaction among unruly children.
5. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
6. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
7. Occasional operation of a vehicle in inclement weather conditions.
8. Additional/Extended service days may be required with the supervisor's and Board Approval.

Status: Non-Exempt

Employment Status: 185 days *plus possible extended days* *(Extended Days must be pre-approved)*

This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district we require employees to perform duties as assigned that may not appear on this job description. District personnel will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.

Revised: 2/14/14