GENERAL STATEMENT OF DUTIES

Provides a full range of professional pupil/student services activities in the areas of academic, personal, career development, and guidance counseling for students in grades 6-12; selects, organizes, and assists with the utilization of educational, occupational, and personal development information; plans, schedules, and organizes sequential counseling activities consistent with students’ academic, career, and personal needs.

SUPERVISION

All guidance counselor activities are performed under general supervision of a principal and/or an assistant principal.

DISTINGUISHING CHARACTERISTICS

Secondary School Counselors usually perform their duties and responsibilities in and out of the classroom setting. Some work is conducted in private such as in individual counseling sessions and consultation sessions with parents and school staff regarding specific individuals. School counselors may also serve as coordinators of the testing program at sites to which they are assigned. Some assignments may also require student monitoring and supervision activities in addition to guidance and counseling assignments.

GUIDELINES

The performance of the duties and responsibilities of the position is guided by the policies and regulations of the Hampton City School Board, appropriate federal and state laws, and official operating procedures as prescribed and/or approved by the Division Superintendent.

CONTACTS

There is frequent contact with school administrative staff and school division resource personnel such as therapists, psychologists, social workers and teachers. Contacts outside the school division include personnel in the Hampton city community agencies, parents, and the general public.

ESSENTIAL FUNCTIONS OF THE CLASS (May not include all duties performed; not all incumbents perform all essential functions delineated.)

Provides a sequential grade and/or age appropriate program of academic, career development, and/or personal counseling for an assigned group of students.

Works with teachers and administrators to assist with the placement of students in appropriate courses, programs, and grade levels.

Provides guidance and counseling services in individual and group settings.
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Provides activities to help students understand themselves and their relationships with others, and seeks to develop in students increased competency in decision-making and problem solving.

Assists students in the development of positive and realistic self-concepts.

Assists with the coordination of testing sessions and in the interpretation of standardized tests.

Interprets data from the cumulative records for students, their parents, and others who are professionally concerned.

Assists in the identification of students with special needs and develops appropriate counseling.

Participates actively as a coordinator/member of the student services team.

Orients parents toward resources available to them, both within and outside the school system, and serves as a resource person to parents and staff on the growth and development of children.

Collects and disseminates to students and their parents current information on educational and vocational opportunities.

Assists students in the process leading to appropriate post-secondary educational placement.

Provides activities for students to develop job-seeking and job-holding skills.

Works with employers, vocational staff, and community and state agencies to assist in appropriate placement of students in part-time and full-time employment.

Participates in school based and non-school based staff development and in-service training opportunities.

Counsels students individually or in groups regarding peer/parent relationships, personal problem solving, communication skills, and appropriate social behavior.

Provides supportive counseling for students at high risk to develop adjustment problems, e.g., families in crisis, families undergoing separation or divorce, and single parent families.

Instructs students on the management of time within a school setting, study skills, and problem solving techniques.

Provides direction, consultation, and training services for teachers, both on an individual and group basis, involving classroom/student management, student, student-teacher, and teacher-parent relationships, and the social/emotional development of children.

Cooperates with classroom teachers to facilitate student social/emotional growth through activities in the classroom which foster understanding of self and others, development of friendships, interpersonal relationships, and decision-making skills.

Provides parents/families with information, consultation, and management techniques to help provide emotional growth and appropriate relationships.

Conducts individual parent discussions and/or counseling groups to promote effective child-rearing practices.
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Maintains and coordinates services provided by community resources which can assist and support students and their families.

May coordinate and/or facilitate school based Peer Mediation Program.

Participates as member of student intervention team (SIT).

Participates as a member of Special Education 504 Committee.

Participates as a member of school based crisis team.

Provides orientations for new students.

Maintains accuracy of cumulative data to include transcripts and planning cards.

Completes reports as requested, i.e., court reports, insurance forms, social services forms, detention, FAPT, etc.

Conducts conferences with parents and teachers as needed.

Notifies parents of student retention and course level adjustment according to promotion and HCS performance based policy.

Recognizes and rewards significant student achievement.

Cooperates with students, parents, and staff to facilitate alternative education placements for high risk students.

Disseminates scholarship and financial aid information in a timely manner.

Assists department in self evaluation via input from student, parents, and faculty surveys.

Performs related duties and responsibilities as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to communicate effectively, both orally and in writing.

Excellent organizational, planning and human relations skills.

Good knowledge of school counseling, career education methods, materials, procedures, and practices.

Good knowledge of child/adolescent growth and development and career education counseling theory.

Ability to apply knowledge of contemporary guidance and counseling practices to the needs of assigned students.

Ability to develop cooperative working relationships with students, parents, and instructional staff.

Ability to maintain accurate records and confidentiality.
MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS

Completion of a master’s degree and additional course work necessary to obtain a license as a Secondary School Counselor.

LICENSE/CERTIFICATION

Possession of a pupil personnel services or postgraduate professional license with endorsement in guidance and counseling appropriate to grade/age assignment.

PHYSICAL ATTRIBUTES

The position requires standing, walking, sitting, and lifting/carrying work related items weighing up to 50 pounds such as papers, books, and instructional supplies with manual or mechanical assistance. Work requires sufficient mobility to move about the classroom and inside and outside the school building duties.

HAZARDS/UNUSUAL WORKING CONDITIONS

Work is generally performed in an office, classroom environment, and other locations within and outside the school building such as cafeteria, playground, library, etc., as necessary.

Work environment may be noisy and may involve working with students with disabilities that require knowledge of intervention and restraint techniques. Occasionally, work may involve exposure to student body fluids and disease conditions. Work involves everyday risks or discomforts, which require normal safety precautions when operating equipment and performing job.