



JOB DESCRIPTION

POSITION TITLE: Counselor	
REPORTS TO: Principal	SALARY: Treutlen County Salary Scale
FLSA: Exempt	WORK DAYS: 208 Days (less furloughs)
JOB GOAL: Provide specialized counseling and related guidance services for the normal, developmental needs of all the pupils for whom he/she is responsible by providing opportunities for each to experience an accepting, non-evaluative relationship in which better understanding of himself/herself and his/her environment is acquired, and to know the relationship between them.	

REQUIREMENTS:

1. Educational Level: Master's Degree or higher
2. Certification/Licensing: Georgia Certification in Guidance and Counseling as is required by Georgia Professional Standards Commission
3. Proficiency Skills: Written and oral communication skills, student management, supervisory and leadership skills. Ability to deal with multiple tasks, computer competence, organizational and interpersonal skills.
4. Personal Skills: Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Collects data and prepares reports associated with the position as required by local, state and federal agencies.
3. Helps to plan and develop the guidance program and the curriculum in relation to the needs of students.
4. Maintains a pattern or prompt and regular attendance.
5. Acts in a professional manner and maintains a professional attitude, following school and system policies in regard to students and records, when interacting with the parents and the public.
6. Completes reports, documentation, duties and other assignments in a prompt and professional manner.
7. Helps each student with self-acceptance, development of personal decision-making competencies, and resolving problems.
8. Demonstrates knowledge and proficiency in the use of other computer applications as applicable to job responsibilities.
9. Maintains confidentiality of sensitive information and material.
10. Maintains a professional appearance as appropriate for job responsibilities.
11. Maintains accurate and appropriate student records in a timely manner.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style.
13. Collects and disseminates to students and their parents any information concerning school offerings, opportunities for further education, and career training.
14. Makes appropriate referrals and serves as liaison to ensure cooperative working relationships with other student personnel specialists and with agencies in the community as needed.
15. Assists in providing placement services for students by helping teachers and administrators with advisement and scheduling.

16. Helps students make appropriate choices of school programs and develop long-range plans of study.
17. Helps students make the transition from one school level to another, from one school to another or from school to employment successfully.
18. Assists with coordinating state and local standardized testing of students.
19. Coordinates Response To Intervention (RTI) Student Support Team (SST) processes.
20. Keeps abreast of and informs the principal of current trends and developments concerning area of responsibility.
21. Monitors compliance with policies and laws concerning area of responsibility.
22. Follows chain of command.
23. Performs all other duties as assigned.

Board Approved: 6-08-15

Counselor