

## **Three Rivers Local School District Job Description**

Title:           **COUNSELOR**

- Qualifications:
1. Master's degree in Guidance/Counseling required
  2. Valid Ohio School Counselor certificate/license required
  3. One to three years of previous educational experience preferred
  4. Good character, good health, organizational and supervisory ability, good writing and speaking skills, and basic computer skills are required.
  5. Such alternatives to the above qualifications as the Board may find appropriate.

Reports to:     **Building Principal**

Job Goal(s):    To provide individual and group counseling service to all students, to assist them in making appropriate educational/career choices and in resolving personal/social problems. To provide consultative services to parents, teachers and administrators who will assist in fulfilling the objectives of the educational program.

### **ESSENTIAL RESPONSIBILITIES:**

1. Provides individual and/or group counseling services for students, related to: effective learning in school; ability to acquire the attitude, knowledge and interpersonal skills to help them understand and respect self and others; and ability to interact with others.
2. Provides crisis counseling.
3. Provides information to staff on counseling responsibilities and related topics.
4. Works with the School Psychologist and Director of Pupil Personnel as needed to develop and implement counseling strategies or to make referrals to other professional agencies.
5. Provides counseling services to parents at school, their home, or by phone when necessary.
6. Assists in administration of standardized and local tests as directed by the administration.
7. Assists with the interpretation of test scores to students, parents, teachers and administrators.
8. Coordinates and conducts student and parent transitional programs as students enroll, withdraw, or graduate from school.
9. Assists students and parents in class course selection and scheduling.
10. Provides parents and students with information to support post-secondary decisions.
11. Maintains a library of vocational, technical, college, career, substance abuse, family planning, health literature, and other guidance-related areas.
12. Assists teachers in securing classroom resources concerning occupation and career information.
13. Advises, creates schedules, and communicates needed services to appropriate personnel.
14. Changes students' schedules and records as needed.

## Counselor

15. Consults and works with administrators and teachers in the development and implementation of the master schedule.
16. Consults with administrators to assist with the coordination of an advisor/advisee program.
17. Processes applications and records of students attending the career center and the coordination of activities with Great Oaks Career and Technical Center.
18. Organizes career-related activities and assists teachers in securing resource persons for classroom presentations concerning occupation and career information.
19. Writes recommendations for college applicants and for students applying for jobs.
20. Works with school staff to meet the needs of special needs students.
21. Assists with appropriate placement of students into intervention programs.
22. Monitors academic progress of students.
23. Participates in Intervention Assistance Team, IEP, and 504 meetings.
24. Consults with administrators/teachers for end of year grade level/summer school placements and recommendations.
25. Initiates and processes referrals to outside supportive agencies.
26. Develops professional relationships with all students, parents, teachers, administrators and others.
27. Attends professional meetings as appropriate.
28. Treats all students as individuals of self-worth with individual needs, interests, and abilities.
29. Maintains personal, confidential, and other necessary information for student's permanent records.
30. Participates on school district or community committees when appropriate.
31. Evaluates guidance and consulting services through student, parent or staff questionnaires to improve school counseling program.

### **ANCILLARY RESPONSIBILITIES:**

1. Performs other related duties and responsibilities as assigned by the Director of Pupil Personnel, Principal, or Superintendent.

### **Terms of Employment**

Length of contract and compensation will be determined by the Board of Education

The employee shall remain free of any alcohol and non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district.

Counselor

**Evaluation**

Performance of this position will be evaluated in accordance with provisions of the Board of Education's Policy on the Evaluation of Professional Personnel and will be completed by the Principal.

[BOE approved: May 12, 2009]

I acknowledge receiving a copy of the Three Rivers Local School District **Counselor** job description.

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Employee signature

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Date