

***SOUTHGATE INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION***

***TITLE:*** Professional School Counselor (Student Services)

***PRIMARY SUPERVISOR:*** Principal

***REQUIREMENTS:***

Appropriate certification from the state department of education; ability to maintain good rapport with students, faculty and parents; ability to plan and organize to maximum an effective use of time; respect confidential information as it relates to the student and certification of good health signed by a licensed physician.

Utilizing leadership, advocacy and collaboration, school counselors promote student success, provide preventive services and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career and personal/social development for all students.

The major functions of the school counselor job description incorporate the Kentucky Department of Education's mission that every child will be proficient, prepared for success and college/career ready.

***PERFORMANCE RESPONSIBILITIES:***

***1. Major Function: Development and Management of a Comprehensive School Counseling Program.***

Discusses the comprehensive school counseling program with the school administrator.

Develops and maintains a written plan for effective delivery of the school counseling program based on the ASCA Comprehensive School Counseling Program, needs assessments and current individual school data.

Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e. administrators, teachers, students, parents and community/business leaders).

Maintains current and appropriate resources for education stakeholders.

Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and most remaining time in program management, system support and accountability (National standards recommend 80% of time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and 20% of time in program management, system

support and accountability (American School Counselor Association 2013).

Uses data to develop comprehensive programs that meet student needs.

## ***2. Major Function: Delivery of a Comprehensive School Counseling Program***

### ***Guidance Curriculum***

Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.

Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.

Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

### ***Individual Student Planning***

Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals and plans.

Accurately and appropriately interprets and utilizes student data.

Collaborates with parents/guardians and educators to assist students with educational, career and life planning.

### ***Preventive and Responsive Services***

Provides individual and group counseling to students with identified concerns and needs.

Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students with identified concerns and needs.

Implements an effective referral and follow-up process as needed.

Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.

### ***System Support***

Provides appropriate information to school personnel related to the comprehensive school counseling program.

Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data.

Participates in professional development activities to improve knowledge and skills.

Uses available technology resources to enhance the school counseling program.

Adheres to laws, policies, procedures and ethical standards of the school counseling profession.

### ***3. Major Function: Accountability***

Conducts a yearly program and audit to review extent of program implementation and effectiveness.

Collects and analyzes data to guide program direction and emphasis.

Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.

Monitors student academic performance, behavior and attendance and facilitate appropriate interventions.

Uses process, perceptions and results data to develop data-based action plans to meet the needs of students and impact critical data elements.

### ***4. Major Function: Support and Growth***

May be the principal's designee in coordinating the school's annual benchmark testing assessments.

May be the principal's designee in coordinating the school's state mandated testing program.

Assist in maintaining appropriate student files and records.

Provide orientation services for new students.

Attend ARC meetings and parent teacher conferences as needed.

Work with school administration and other districts in planning transition programs/activities for students and other stakeholders.

Complete both District required in-service training as well as state mandated Effective Instructional Leadership Training.

Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.

Perform other duties consistent with the position assigned as may be requested by the principal or superintendent.

***TERMS OF EMPLOYMENT:*** Term contract with specified beginning and ending dates as indicated in letter of employment. Hours are as designated by superintendent.

***EVALUATION:*** Evaluation of the performance of this job will be based on a combination of self evaluation and supervisor's evaluation according to the procedures developed for all district personnel.

***SALARY:*** Based upon the adopted salary schedule of the Southgate Board of Education.

*Created 3/7/17*