

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Itinerant Elementary & Middle School Counselor

REPORTS TO: Principal

BASIC FUNCTION: Provides a functional, comprehensive program of direct services for all children utilizing the expertise gained through professional training in the areas of school counseling, school social work or school psychology. These services will emphasize counseling children; consultation with teachers, parents and other significant adults; and coordinating a variety of activities and functions related to the academic, social, emotional and physical needs of students.

REPRESENTATIVE DUTIES: The terms of employment are designated by the contract.

- Counsels children, individually and in small groups, concerning a variety of developmental tasks and problems
 - Coordinate, plan and implement the school's career education program.
 - Provides prevention programs through classroom guidance activities
 - Consults with teachers and parents about children's needs, concerns and academic issues
 - Collaborates with school staff and community representatives in assessing student needs and utilizes the data to plan and evaluate the guidance program
 - Conduct regular lessons to address the social and emotional needs of students ●
- Coordinates with faculty, parents, attendance personnel and District Court to correct the attendance problems of truant students
- Provides home visits as needed to assess family circumstances and make needed referrals to community resources for problems interfering with the child's academic progress, social, emotional or physical development and provide transportation for meetings when necessary
 - Serves as a resource person on the Special Education Admissions and Release Committee when appropriate and monitor IEP and 504 plans to assure student success by checking in with students, their grades, parents, and teachers
 - Refers students to the proper authorities for child abuse or neglect when suspicion exists and provides support services to those children as needed
 - Serves as the coordinator of testing and interprets test data to teachers and parents as needed
 - Consults with teachers in planning and providing classroom guidance activities ● Assists new students with orientation and acclimation to their new school environment as well as transitioning from elementary to middle school
 - Selects and purchases program materials and manages their budget allocation ●
- Selects and attends professional development as required by the State and District ●
- Maintains regular attendance
- Assist in supervising the school's student record system and help provide information for the cumulative folders

- Work as a liaison between the school, external mental health services, and parents
- Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles and procedures associated with specific program
- Developing and maintaining a strong knowledge base in areas related to all student support programs in the district, including changes in legislation and regulations relevant to these programs.
- Maintaining a current knowledge base in several areas: curriculum and instruction, best practices in education, special education, strategies for school improvement, strategies for closing achievement gaps, effective management and communication strategies, all applicable Federal and State regulations, and all local Board policies and procedures.
- Current Kentucky Student Information System
- Record keeping skills
- District policies and procedures to effectively carry out job duties
- Knowledgeable or able to locate information from local, state and federal departments

ABILITY TO:

- Communicate directly and frequently with teachers, students, principals, district staff, and others as needed on issues related to the school and the district.
- Collaborate with teachers, school administrators, and others as needed to provide effective support, focused on student achievement for all students in the alternative program.
- Collaborate with teachers and school administration to develop, implement, and/or obtain and provide needed resources, services, and materials for the students.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EVALUATION:

Annual development of Professional Growth Plan. Annual evaluation of job performance by supervisor

EDUCATION AND EXPERIENCE:

- Master's Degree in either School Counseling, Social Work or School Psychology
- Three years of professional social work, teaching or counseling experience preferred

LICENSES AND OTHER REQUIREMENTS:

- School Counseling Certification or
- School Social Work Certification or
- School Psychologist Certification

Most recent approval by the Powell County Board of Education
Printed name of employee receiving job description.
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.
Employee Signature: Date: