

DATE:

6/22/23

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to the current job descriptions for "Guidance Counselor and "Assistant Director of Districtwide Programs",

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a job description for revision to the current job descriptions for "Guidance Counselor and "Assistant Director of Districtwide Programs". The attached proposal for changes in the job description of "Guidance Counselor" to "School Counselor" are more aligned to the expectations of the current position, as needs in the roles have changed over time. The revisions to "Assistant Director of Districtwide Programs" is to better establish the minimum expectation of an employee in this role to hold and maintain Kentucky teaching certification, as is needed for Kentucky Department of Education and related employment/retirement organizations.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job descriptions for "Guidance Counselor and "Assistant Director of Districtwide Programs",

CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

Kenton County School District
Job Description: **Guidance School Counselor**
Job Class Number: 1050

TITLE: **Guidance School Counselor**

QUALIFICATIONS:

1. Valid Kentucky Certificate endorsed for school counselor
- ~~2. Master's degree~~
3. Three years teaching **and/or counseling** experience preferred

REPORTS TO: Principal

SUPERVISES: None

JOB GOAL: ~~Provide all students with professional counseling services designed to overcome obstacles that impede learning and provide direct services that will assist all students in making educational, occupational and life plans as they prepare for the 21st century economy.~~ **Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventative services, and respond to identified needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students through a Multi-Tiered System of Supports.**

PERFORMANCE RESPONSIBILITIES:

- ~~1. Conducts counseling and educational sessions with students on an individual and group basis~~
- ~~2. Consults with and develops plans of support with teachers and parents/ about student's needs, concerns and academic issues~~ **Maintains complete and accurate student records and protects the confidentiality of all records, including, but not limited to, student cumulative records**
- ~~3. Maintains a daily log of conferences~~ **communication with students, teachers, parents and other stakeholders as documented using district procedures in the student information system.**
- ~~4. Consults with teachers in planning and providing classroom guidance activities~~ **Collaborates with school staff and community representatives in assessing student needs and utilizes the data to plan and evaluate the guidance program** **Uses human development theories to have an impact on developmental issues affecting student success. Uses learning theory to support student achievement and success, including students with diverse learning needs. Uses career development theories and aligns them with career and technical education, when possible, to promote and support postsecondary planning.**
- ~~5. Assists or serves as the coordinator of testing; administers and interprets test data to teachers, parents and students~~
- ~~6. Serves as a resource person on the Special Education Admissions and Release Committee when appropriate~~ **Uses established and emerging evidence-based counseling theories and techniques that are effective in a school setting to promote academic, career and social/emotional development. Keeps current with all related educational developments and practices (e.g., ASCA, KY school counselor association, etc.).**
- ~~7. Assists new students with registration, orientation and acclimation to their new school environment~~ **Provides counseling services to faculty, parents, attendance personnel and District Court to correct the attendance problems of truant students** **Provides support and resources to truancy process and students/families/school personnel** **Provides comprehensive school counseling program with a focus on the district's goal of transition ready. Conducts individual and/or group short-term counseling to students and assists in referrals for long-term support outside of the school setting for students. Engages and maintains a professional relationship with outside school-based therapists and agencies through district MOUs.**

Kenton County School District
Job Description: **Guidance School Counselor**
Job Class Number: 1050

8. Demonstrates a working knowledge and application of the Multi-Tiered Systems of Support (which includes but not limited to Tier 1 SEB instruction and Tier 2 and 3 interventions including progress monitoring) and is a member of the school MTSS committee. Consults with and develops plans of support with school personnel and parents/guardians about student's social emotional behavior and academic concerns by matching students with needs to appropriate interventions. Completes student observations and delivers recommendations to MTSS committee
9. Collaborates with stakeholders including community representatives to create ongoing, regular assessments to measure the effectiveness of the school counseling program.
10. ~~Maintains complete and accurate student records and protects the confidentiality of all records, including, but not limited to, student cumulative records~~ Administers and interprets social, emotional and behavioral universal screeners to students and develops individual student plans and overall school goals based on the results as appropriate
11. Demonstrates a working knowledge of crisis team protocols and is an active member of school and district level crisis teams. Conducts suicide assessments with students and provides consultation to administration with threat assessment. Connects students/families with school-based interventions and/or referrals to outside agencies as appropriate
12. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
13. ~~Aids students with course subject selection while assisting administration with group scheduling presentations and in preparing subject selection sheets with students~~
14. ~~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~~
15. ~~Provides counseling services to prevent students from dropping out of school~~ Provides student information to higher level education and potential employers according to provisions of the Board's policy on student records
16. ~~Assists students with the selection of higher level education, including admission and scholarships~~
17. ~~Guides students in their participation of school and community activities~~
18. ~~Obtains and disseminates occupational information to students and to classes studying occupations~~
19. ~~Guides students with the evaluation and selection of career interests and choices~~
20. ~~Counsels students on an individual basis in the solution of personal problems related to such areas as home and family difficulties, health, and emotional adjustment~~
21. ~~Assists in the orientation of new faculty members~~
22. ~~Initiates contact with appropriate service agencies and professional consultants while referring students and parents to appropriate person or agency, as case warrants~~
23. ~~Keeps current with all related educational developments and practices~~
24. Maintains regular attendance
25. Performs other duties as assigned by the supervisor

TERMS OF EMPLOYMENT:

- Middle, High and SVA = 205 days, Elementary = 195 days Salary Schedule:
- Salary Schedule: Certified Salary Schedule **Scale** and Certified Salary **School Counselor Index**
- FLSA Status: Exempt

EVALUATION: Performance of the position will be evaluated annually by the Principal

Kenton County School District
Job Description: ~~Guidance~~ **School Counselor**
Job Class Number: 1050

APPROVED: 11/25/1980

REVISED: 07/21/2003, 09/10/2018, 07/06/2020, 7/8/2022

Kenton County School District
Job Description: Assistant Director of Districtwide Programs
Job Class Number: 4016

TITLE: Assistant Director of Districtwide Programs

QUALIFICATIONS:

1. Holds a valid Kentucky Administrative certificate endorsed for the position of school administration preferred
2. Administrative experience in school programs preferred
3. **Holds a valid Kentucky Teaching Certificate**

REPORTS TO: Director of Districtwide Programs

SUPERVISES: Assigned District staff

JOB GOAL: To assist in providing leadership, staff development, and instructional support to all Districtwide Programs' instructional and administrative staff to ensure such programs provide a world-class education so all students are college and/or career ready and prepared for the 21st century economy.

PERFORMANCE RESPONSIBILITIES:

1. Assists in development, leadership, and implementation of innovation and alternative programming, such as early college, career pathways and alternative options for students
2. Provides all students with equity and access to innovative programs designed to prepare them for college and/or career readiness
3. Provides a leadership role in district-wide curriculum planning and training for professional staff with regards to innovative and alternative programming for students
4. Provides assistance and training to building instructional staff in the integration of technology and innovation to support student achievement in innovation and alternative programming
5. Assists in the evaluation of instructional methods and programs
6. Assists in the guidance of individual professional development experiences for administrators and teachers
7. Assists in providing leadership in development and implementation of innovation and alternative programming plans and assists principals in the planning and implementation of effective programs
8. Conducts research about advancements in innovation and alternative programming to inform decision-making
9. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to innovation and alternative programming
10. Assists in coordinating innovation and alternative programming related grant projects, community outreach projects and fund raisers
11. Keeps current with all educational developments and practices related to assignment
12. Conducts staff development and supports community awareness initiatives
13. Works toward developing an improved understanding of students' educational needs on the part of teachers, administrators and parents, including the use of technology in the analysis of formative and summative data
14. Attends to all record keeping functions, correspondence, data requests and any other requests related to duties of the position
15. Attends all required meetings, and attends and/or presides over other meetings as the supervisor designates
16. Performs other duties as assigned by the supervisor

Kenton County School District
Job Description: Assistant Director of Districtwide Programs
Job Class Number: 4016

TERMS OF EMPLOYMENT:

- Days per fiscal year: 230
- Salary Schedule: Certified Salary Scale and Assistant Director Index
- FLSA Status: Exempt

EVALUATION:

Performance of this job will be evaluated by the Director of Districtwide Programs

APPROVED: 6/5/2023