



**JESSE BACON, SUPERINTENDENT**  
ADRIENNE USHER, DEPUTY SUPERINTENDENT  
BRANDY HOWARD, CHIEF ACADEMIC OFFICER  
TROY WOOD, CHIEF OPERATIONS OFFICER

TO: Dr. Jesse Bacon, Superintendent

FROM: Dr. Adrienne Usher, Deputy Superintendent

Date: May 18, 2026

RE: Job Description: School Counselor for Early Childhood and Specialized Learning

The attached position of School Counselor for Early Childhood and Specialized Learning position is included in the 2026-2027 budget to direct and coordinate a comprehensive program, in person or virtually, which promotes and enhances academic, personal, social, and career development for students for students in early childhood programs and specialized learning programs. This position will report to the Director of Early Childhood and Specialized Learning to ensure support and alignment with federal, state, and local laws of assigned programs. Approval is requested for the job description of School Counselor for Early Childhood and Specialized Learning.

**OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE**

**BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION**

# BULLITT COUNTY PUBLIC SCHOOLS



**POSITION:** School Counselor for Early Childhood and Specialized Learning

**POSITION SUMMARY:** Directs and coordinates a comprehensive program, in person or virtually, which promotes and enhances academic, personal, social, and career development for students. Provides individual counseling, crisis intervention, and the formation and facilitation of groups. Provides students, faculty, parents, and staff with supportive services. Maintains comprehensive records and reports.

**QUALIFICATIONS:** Kentucky Guidance Counselor Certificate

**TERMS OF EMPLOYMENT:** 187 base days and 8 extended days (195 days)

**REPORTS TO:** Director of Early Childhood and Specialized Learning

**SUPERVISES:** Students

## **PERFORMANCE RESPONSIBILITIES:**

### **1. Major Domain: Counseling**

- 1.1. Ensures that the school counseling program is comprehensive in design and is delivered systematically to all students.
- 1.2. Uses appropriate assessment and diagnostic procedures for determining and structuring individual and group counseling services.
- 1.3. Uses appropriate counseling processes and techniques for individual and group sessions to meet developmental, preventive, and remedial needs of students.
- 1.4. Provides individual and group counseling to students to address ongoing student issues.
- 1.5. Follows up individual and group counseling to monitor students.
- 1.6. Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- 1.7. Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- 1.8. Assists students in selecting programs of study to enhance career planning.
- 1.9. Assists students in building self-esteem and developing decision-making, problem-solving, and positive human relations skills.
- 1.10. Implements direct interventions and prevention programs.
- 1.11. Provides interventions and support in crisis situations.

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### **2. Major Domain: Consulting**

- 2.1. Consults and collaborates effectively with parents, staff, and community resources regarding students with identified needs and concerns.
- 2.2. Is available and makes timely responses to students, parents, and teachers.
- 2.3. Assists staff and parents in understanding and responding to the developmental levels of students.
- 2.4. Uses newsletter, handouts, memos, web pages, etc. to inform teachers and parents about upcoming events, services offered, resources available, etc.
- 2.5. Maintains current and appropriate resources for students, parents, and teachers.
- 2.6. Presents instructional/informational programs to groups of students, parents, and teachers.
- 2.7. Uses an effective process when referring students, parents, and others to special programs and services.
- 2.8. Interprets achievement and aptitude test data to assist school staff with curriculum planning.
- 2.9. Helps teachers and parents understand test performance in relation to student development.

### **3. Major Domain: Coordinating**

- 3.1. Communicates effectively with students, parents, staff, and community.
- 3.2. Assists with the coordination of student services in the school.
- 3.3. Registers, orients, and schedules students into appropriate classes and makes necessary schedule adjustments to meet individual needs.
- 3.4. Works to improve student attendance by counseling students and making referrals to in-district and outside resources..
- 3.5. Makes appropriate referrals of students to school and community programs.
- 3.6. Assists with placement and follow-up services for students.
- 3.7. Informs and assists students and parents about career opportunities, post-secondary application procedures, financial aid, etc.
- 3.8. Assists teachers with the integration of guidance activities into the curriculum.
- 3.9. Meets annually with feeder school counselors to coordinate the transition of students.
- 3.10. Prepares students for transition to the next level (elementary to middle, middle to high school, high school to post high school). Maintains comprehensive records and reports.

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- 3.11. Directs the maintenance of the school's permanent record system and interprets permanent record data to students, parents, and teachers.
- 3.12. Provides recommendations to colleges, post-secondary schools, scholarship sources, and employers.

### 4. Major Domain: Professionalism

- 4.1. Demonstrates professionalism, including a commitment to professional development.
- 4.2. Establishes and maintains professional relationships with administrators, teachers, other school personnel, parents, students, and community members.
- 4.3. Demonstrates professional and responsible work habits; maintains professional appearance.
- 4.4. Uses professional written and oral communication skills.
- 4.5. Promotes and follows ethical standards for school counselors.
- 4.6. Maintains confidentiality of information.
- 4.7. Adheres to local, state, and federal policies, regulations, and standards.
- 4.8. Performs other duties as assigned.

### PHYSICAL DEMANDS:

	Seldom/ Rare	Occasional (Up to 1/3 of Work Day)	Frequent (Up to 1/3 to 2/3 of Work Day)	Repetitive (Up to 2/3 of Work Day)
Standing/Walking				✓
Sitting			✓	
Handle/Finger/Feel			✓	
Reach/Push/Pull			✓	
Bend/Stoop/Crouch			✓	
Kneel/Crawl		✓		
Climb/Balance	✓			
Lift/Carry (Check Frequency)				
Up to 10 lbs.			✓	
Up to 20 lbs.			✓	
Up to 50 lbs.		✓		

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Up to 100 lbs.	✓			
Over 100 lbs.	✓			

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Certified Personnel.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this job classification. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned. Responsibilities and duties assigned are at the discretion of the supervisor.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_