



NEW:
11/15/2016

JOB TITLE:	EARLY CHILDHOOD COUNSELOR
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	195 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4392
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

The early childhood counselor is responsible for the development of a guidance program at the local school level that will implement the district's guidance plans. Counselors provide systematic and ongoing individual and group counseling services related to the academic, social, vocational, and personal development of students. Early childhood counselors provide information, consultation, coordinator, testing, and referral services designed to meet the needs of students, parents, and staff in a total guidance program. An essential function of the counselor's role is the implementation of federal, state, and local education and title mandates.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans, implements, and evaluates a developmental, preventative guidance program which enhances the services provided to students.
- Provides individual, small group, and classroom guidance and counseling for students, parents, and staff to promote student success in academics, career, and personal/social development.
- Assumes responsibility for administration of the school in the absence of the Principal/Site Administrator.
- Collaborates with staff to assist the district's compliance with federal, state, and local school mandates.
- Coordinates and interprets state and district testing programs in the school.
- Directs the maintenance of the permanent record system and provides such records to parents or legal guardians upon request.
- Promotes positive school-community relationships through active participation in school and civic organizations and functions.
- Coordinates the health programs and services for the local school.
- Plans for and provides orientation, transition, and school programs information to students, parents, and staff.
- Coordinates services and programs for the strengthening of parenting skills.
- Collaborates with staff in placing students in the most appropriate instructional program and classroom setting.
- Refers to and consults with district, local, and state resources and agencies in order to promote student success.
- Duties may include performance of health services, for which training will be provided.
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while walking or standing. It requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- Master's Degree with major in guidance and counseling
- Certification in guidance and counseling by Kentucky Department of Education

Three (3) years successful teaching experience
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Successful leadership experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Rank 1 with Standard Guidance Certification

Kentucky Professional Certification in Administration and/or Supervision
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Instructional experience

Experience working with Early Childhood students and families
