



REVISED:  
11/24/2014

JOB TITLE:	ASSESSMENT COUNSELOR
DIVISION	DATA MANAGEMENT, PLANNING AND PROGRAM EVALUATION
SALARY SCHEDULE/GRADE:	IV Grade 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4405
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Assists local school and systemwide service staff in placement and service delivery to students returning from institutions, referred by agencies, and new to the system. Screening of referrals to alternative programs is also a priority. Requires no direct supervision of other personnel, but indirect supervision of local school counselors does exist.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists the Director and assistant Directors of student services in making referrals to alternative educational programs and in recommending and implementing adjustment transfers (i.e., Metropolitan School)
- Counsels with students and families for personal, social, emotional, educational and career growth
- Provides assessment and placement counseling services to public, private and governmental agencies (i.e., CHR, DHS, local schools)
- Disseminates resource information to local schools, groups, agencies, and individuals
- Evaluates a recommended program with a counselor and special education personnel for students with special needs
- Provides system wide service office and the Kentucky State Department of Education with appropriate information for research
- Assists students in self-understanding, in making appropriate choices, and in implementing their plans to realize their fullest potential through interpreting test results, records, and other assessment information
- Plans, evaluates, develops, and administrates with guidance program of the Office of Student Services and communicates the purpose to students, parents, and staff
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull lights weights.

**MINIMUM QUALIFICATIONS**

- Master's Degree with Kentucky Certification in Secondary Guidance
- One (1) year successful teaching experience
- Working knowledge of community agencies and resources
- Effective communication skills

**DESIRABLE QUALIFICATIONS**

- Demonstrate ability to work with diverse groups
- Demonstrate ability to advise a variety of school staff on resources and programmatic needs

