



NEW: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COUNSELOR EARLY CHILDHOOD
DIVISION	ACADEMIC SCHOOLS
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 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 Associate Principal

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

Performs health services if needed for which training will be provided

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

**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
Three (3) years successful teaching experience
Successful leadership experience
Effective communication skills

DESIRABLE QUALIFICATIONS
Rank 1 with Standard Guidance Certification
Kentucky Professional Certification in Administration and/or Supervision (Principal Certification)
Instructional experience
Experience working with Early Childhood students and families
Experience in a diverse workplace