JOB TITLE:	COUNSELOR MIDDLE SCHOOL
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4395
BARGAINING UNIT:	CERX

NEW: 07/01/2019

Submitted: 06/11/2019

SCOPE OF RESPONSIBILITIES

The job functions of the middle school counselor includes teacher-based guidance, individual/group counseling, academic planning, parent education, and grouping and scheduling students. The counselor is the school agent for compliance with federal, state, and local regulations. The counselor conducts in-service, serves as a liaison to parents and community and orients students, parents, and teachers to the middle school. The counselor is responsible for maintaining and auditing the records for each of the students.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans, implements, and evaluates a developmental, preventative guidance program which enhances the school consolidated plan
- 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
- Collaborates with staff on the master schedule and placing students in the most appropriate instructional program and classroom setting
- Develops and implements orientation programs for the transition of students from one level/program to another, i.e., elementary to middle and middle to secondary school
- Directs the maintenance of the school permanent record system and assists parents, students, and teachers in interpreting record data
- Works to improve student attendance by counseling students, contacting parents and making referrals to in-district and outside resources
- Collaborates with staff to assist the District's compliance with federal, state and local mandates at the school level
- Consults with and provides in-service for parents and teachers regarding student progress, special needs and abilities, and preventive approaches to discipline
- Assists with the referral of students to the District's optional, alternative programs and community agencies
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- 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 light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

- Master's Degree with major in guidance and counseling
- Certification in guidance and counseling by Kentucky Department of Education
- Three (3) years of successful teaching experience or relevant school based experience

Effective communication skills

DESIRABLE QUALIFICATIONS
Successful experience in the middle school
Knowledge of group dynamics
Experience with diverse populations of students