



NEW: 07/01/2019
Submitted: 05/14/2019

JOB TITLE:	COUNSELOR ASSESSMENT
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, Grade 9
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4405
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES

Assists local school and system wide 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); supports decisions made by ARC's

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 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

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 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