



REVISED: 07/01/2022  
Submitted: 06/28/2022

JOB TITLE:	COUNSELOR RECORDS
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	220 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4389
BARGAINING UNIT:	CERX

#### SCOPE OF RESPONSIBILITIES

Coordinates the duties of records clerks and assists in developing the implementation of record tracking and record transfer technology. 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 direct supervision of other personnel and indirect supervision of local school counselors does exist.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates and oversees the maintenance and tracking of student records and transcripts to ensure a secure and systematic flow of pupil records between schools and the District's record office; including the process of digital imaging for archiving and electronic transfer of permanent student records

Supervises all clerical staff in the student records and transcripts offices

Provides direction, support and training material to school records custodians; develops and prepares policies and procedures to ensure the integrity of student record data

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 ARCs

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., Commission on Human Rights (CHR), Department Homeland Security (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 systemwide 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 performed while standing or walking. The work requires the use of hands for simple grasping, pushing, and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, reaching, with the ability to lift, carry, push or pull heavy weights the work requires activities involving exposure to marked changes in temperatures and humidity, driving automotive equipment, and exposure to dust, fumes and gasses.

#### MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in school counseling

One (1) year of successful teaching experience

Working knowledge of community agencies and resources

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrate ability to advise a variety of school staff on resources and programmatic needs

Training or education in business practices and skills

Experience in a diverse workplace