



REVISED:  
08/13/2012

JOB TITLE:	SECONDARY SCHOOL COUNSELOR
DIVISION	ACADEMIC SCHOOL
SALARY SCHEDULE/GRADE:	IV, GRADE 9
WORK YEAR:	215 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4400
BARGAINING UNIT:	CERX

**SCOPE OF RESPONSIBILITIES**

Assumes responsibility for the implementation of the district's guidance program at the building level. Counselors provide systematic and on-going individual and group counseling services related to the academic, vocational social and personal development of students. Secondary school counselors provide information, consultation, appraisal, testing, and referral services designed to achieve appropriate program selection, placement and career planning for students. Major component responsibilities include orientation, academic planning, and class scheduling for individual students, maintenance of all student records, and the implementation of federal, state, and local educational mandates.

**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
- Registers, orients, and schedules all secondary students into appropriate classes and makes necessary schedule adjustments to meet individual needs
- Directs the maintenance of the local school permanent record system and interprets permanent record data to parents, students and teachers
- Certifies students' progression towards graduation; e.g., calculates accumulated credits, grade point averages, and class standings; records test information and determines promotion and retention decisions
- Collaborates with staff to address the district's compliance with federal, state, and local school mandates
- Consults with students, parents, and teachers, regarding student progress, special needs and abilities, and preventive and positive approaches to discipline
- Works to improve student attendance by counseling students, contacting parents and making referrals to in-district and outside resources
- Coordinates and interprets the state and district testing programs in the school
- Coordinates the referral of all students to the district's optional, alternative, G.E.D., and Independent Study programs and to community agencies
- Provides recommendations to colleges, post-secondary schools, scholarship sources, and employers; assists in the maintenance of the College Entrance Testing Program, and provides scholarship and financial aid information to students
- Duties may include performance of health services, for which training will be provided
- 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
Knowledge of curriculum and course offerings
Knowledge of group dynamics
Demonstrated communication skills