

POLICY: GCAB MC

Approved: November 27, 2006

Reviewed:

Revised:

JOB DESCRIPTION – SCHOOL COUNSELOR (MIDDLE SCHOOL)

Qualifications:

A School Counselor has a master's degree with a major in school counseling and guidance, eligibility for a license to teach and two years of successful teaching experience (or a one year full-time internship). A School Counselor also has demonstrated proficiency in each of the following areas: understanding the philosophy, purpose and structure of the total school environment including the organization and administration of public schools and pupil services programs; understanding the psychological foundations of individual and group behavior; understanding cultural and societal conditions which affect student development and learning; ability to develop staff relationships for the effective implementation of guidance programs within the total curriculum; understanding career development theories and practices; understanding child welfare systems such as juvenile justice, public health, mental health, developmental disabilities and county social services; and the ability to generate, analyze and synthesize data about the behaviors, progress and needs of students individually and within groups. School Counselors are licensed by the State Department of Public Instruction.

Reports to:

The School Counselor is supervised by the Director of Pupil Services and the Principal of the school.

Roles and Responsibilities:

The focus of the School Counselor is to assist students in reaching their potential academically, socially and emotionally.

Middle School Counselor responsibilities include:

1. Individual Counseling – Plan and conduct sessions with individual regular and special education students to address circumstances that affect their academic success and personal/social adjustment.
2. Small Group Counseling – Plan and facilitate small group counseling situations with regular and special education students to address a variety of concerns.
3. Facilitate, in conjunction with the teachers, career-education classes for eighth graders for one quarter.
4. Organize and plan the local career day. Career day activities may include: local business tours, buffet luncheon at Central Middle School, large group speaker presentations and afternoon sessions featuring guest speakers.
5. Serve as a member of IEP teams and student assistant teams (SAT).

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6. Coordinate the building Section 504 meetings and plans – maintain and disseminate Section 504 plans/files as appropriate.
7. Consultation with teachers, administrators, parents, private and public outside agencies.
8. Coordination with the high school and elementary schools:
 - a. Assist with the transition of fifth grade students to the middle school – collect 5th grade student assistance/504 plans; distribute to appropriate middle school staff.
 - b. Assist with the transition of eighth grade students to the high school – meet with Hartford Union High School Pupil Services Team (4th Quarter) regarding incoming freshman class.
9. Service as resource person – provide staff and parents with materials upon request.
10. Attendance review – monitor student attendance records on a daily basis (attendance sheet), and report concerns to Dean of Students/Assistant Principal.
11. Participate in school related meetings: building, staff, committee and District meetings; Pupil Services meetings; counseling department meetings.
12. Professional Staff Development – attend professional conferences, workshops, state/regional meetings; attend District in-services; use background to train other staff as appropriate.
13. Other duties as assigned by the Director of Pupil Services and/or other designated administrator.