

SCHOOL COUNSELOR – JOB DESCRIPTION

FLSA: Full-Time (Exempt/Salaried) / Part-Time (Non-Exempt/Hourly)

Classification: Certified Professional, Instructional

Calendar: See Below – Click [Here](#) for Calendars

Pay Frequency: Monthly

PTO (Base): See Below – Refer to Policy 5.310

Reports to: School Principal

Location	Calendar / Year	PTO
EV, HI, HH, & TV	200 Day / 10 Month	Sick 10, Personal 3
GMS	200 Day / 10 Month	Sick 10, Personal 3
GMS	220 Day / 11 Month	Sick 11, Personal 3
GHS	200 Day / 10 Month	Sick 10, Personal 3
GHS	210 Day / 10.5 Month	Sick 10, Personal 3
GHS (Team Leader)	240 Day / 12 Month	Sick 12, Personal 3
GTC (Career Counselor)	200 Day / 10 Month	Sick 10, Personal 3
TOPS	200 Day / 10 Month (Part-Time)	N/A

JOB SUMMARY

The School Counselor is responsible for helping students overcome problems that impede learning and assisting them in making educational, occupational, and life plans.

ESSENTIAL FUNCTIONS

School Counselor, Elementary School

- Organize and coordinate an effective school guidance and counseling program that is based upon the needs of students, staff, and parents.
- Provide individual, small group, and large group counseling to students.
- Prepare teaching outline for all groups to coincide with the guidance curriculum and work with parents, when necessary, to provide appropriate methods to meet the student's needs.
- Provide counseling to students in terms of increasing self-awareness and developing a positive self-concept.
- Provide consultation to students about decisions and goals.
- Provide career awareness opportunities for the students.
- Provide counseling and behavior alternatives to students who are referred as having problems with attendance, retention, discipline, and pre-delinquency.
- Act as student advocate in matters involving students.
- Serve as school 504 Compliance Coordinator.
- Attend S-Team and M-Team when requested by the Principal.

School Counselor, Middle School

- Provide parents with information about school policies and procedures, school course offerings, educational and occupational opportunities and requirements, and resources that can contribute to the fullest development of their children.
- Interpret information about students to parents to give insight into the student as a person.
- Assist students and parents to be aware of and to accept referral to other specialists in student personnel services and community agencies.
- Assist Teachers in identifying students with special needs and keeps Teachers informed of developments concerning individual students who might have a bearing on the classroom situation.
- Confidentially share individual student data with appropriate staff members.

- Assist Teacher in providing group guidance experience for students upon Teacher request.
- Facilitates the development of communication between students and faculty.
- Provide counseling to increase career awareness.
- Conduct continuing student appraisals.
- Implement counseling and staffing decisions.
- Maintain continual awareness and understanding of the needs of students, Teachers, and the community.
- Update individual competencies to keep up-to-date with current trends.
- Maintain student permanent records.
- Oversee Teacher gradebooks.
- Power School administrator, maintain student/staff records, schedule, demographics, transportation, nutrition, parent portal, enrollment.

School Counselor, High School

- Registers students new to the school and orients them to school procedures.
- Maintain student records and protects their confidentiality.
- Work to prevent students from dropping out of school.
- Provide student information to colleges and potential employers according to provisions of the Board's policy on student records.
- Make recommendations to colleges for admission and scholarships.
- Arrange for summer school work.
- Guide students in their participation in school and community activities.
- Plan field trips to schools, colleges, and industry for interested students.
- Organize, conduct, and/or participate in an annual career day or college fair.
- Work with students on an individual basis in the solution of personal problems related to problems such as home and family relations, health, and emotional adjustment.
- Provide counseling and behavior alternatives to students who are referred as having problems with attendance, retention, discipline, and pre-delinquency.
- Confer with parents when necessary.
- Interprets the guidance program to the community.
- Act as student advocate in all matters involving students.

Career Counselor, Greene Technology Center

- Serve as Work Based Learning Coordinator for the Greene Technology Center.
- Develop and implement an effective recruitment program for students to enroll in career-technical education programs of study.
- Work closely with Guidance departments of each home school to ensure continuity of services.
- Communicate career-technical education program to the total community including students, parents, business/industry, other Guidance departments, and other school personnel.
- Assist with the development and maintenance of articulation agreements and memorandum of understandings (MOUs) with higher education institutions.
- Assist with development of a K-12 career-technical and career exploration programs.
- Work closely with the Director of Partners in Education, business/industry, Teacher, parents, and students in providing school-to-work transition opportunities (i.e. interns, pre-apprenticeships, and part-time work).
- Serve as Greene Technology Center's Testing Coordinator (ICs, WorkKeys, ASVAB, etc.).
- Assists with activities to enhance parental involvement and confers with parents when necessary.
- Provide counseling and behavior alternatives to students who are referred as having problems with attendance, retention, discipline, and pre-delinquency.
- Participate in planning and development of student four-year plans when appropriate.

- Provide assistance with state reporting.
- Registers new/transfer students and orients them to school procedures.
- Provide student information to colleges and potential employers according to provisions of the Board's policy on student records.
- Work to prevent students from dropping out of school.
- Assist students by providing information (i.e. application for scholarships and admissions) related to other educational opportunities such as higher education.
- Plan field trips to post-secondary partners, colleges/universities, and industries.
- Organize, conduct, and/or participate in an annual career day or college fair or other similar events.
- Assist with developing methods and executing of student celebrations and recognitions.
- Participate in IEP meetings, assist with IEP development, write/administer accommodation plans, and assist with other educational needs of the special education students when needed.
- Assist a system of maintaining student grades and reports them to the home schools and/or parents.
- Be proficient in running transcripts and entering data on students accounts within the SIS.

Restorative Practice Counselor

- Relationship restoration facilitator.
- RTI² B support.
- Train the trainer for restorative practices.
- Restorative practices teacher for related arts classes.
- Train Teachers and Instructional Assistants with behavior strategies and interventions to help ensure that Behavior Support Plans are implemented with fidelity.
- Collect behavior data through classroom observations and participate in writing behavior plans.
- Communicate with staff and families about student Behavior Support Plans through parent conferences, IEP meetings, 504 meetings, phone conversations and email.
- Provide a check in/check out for students identified with behavioral needs.

MARGINAL JOB FUNCTIONS

- ✓ Represents the school, the school system, and the community in a positive manner.
- ✓ Encourages students to reach out to accomplish their hopes and dreams.
- ✓ Adaptability to performing a variety of duties, often changing from one task to another.
- ✓ Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- ✓ Adaptability to dealing with students.
- ✓ Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
- ✓ Possess strong writing, speaking, and human relations skills.
- ✓ Perform other duties as assigned by the Principal.
- ✓ Demonstrate personal characteristics expected of all Greeneville City Schools employees.
- ✓ Demonstrate English proficiency in oral and written English.
- ✓ Complete Employment Intention Form annually.
- ✓ Complete required annual and safety training via the designated Training Management System each school year by the established due date.
- ✓ Routinely review your Greeneville City Schools system email.
- ✓ Display your ID badge in a visible location at all times when providing services for Greeneville City Schools.
- ✓ Enter absence information timely via the designated Leave Management System.
- ✓ Non-certified hourly employees are required to clock in/out daily via the designated Time Keeping System to accurately record time worked.

- ✓ Meet the necessary health and physical qualifications.
- ✓ Complete satisfactory background checks as required by the Tennessee State Department of Education and state law.

(COUNSELOR ONLY) EDUCATION/EXPERIENCE REQUIREMENTS

- Master's degree in School Counseling with current valid educator license and appropriate endorsement.

(RESTORATIVE PRACTICE COUNSELOR ONLY) EDUCATION/EXPERIENCE REQUIREMENTS

- Master's degree in School Counseling with current valid educator license and appropriate endorsement. Additional certifications in Mental Health or Behavioral Counseling preferred; or
- Master's degree in Mental Health Counseling or Social Work; with Masters in School Guidance Counseling preferred. Licensed Professional Counselor/Mental Health Service Provider preferred (LPC/MHSP)

EQUIPMENT/TOOLS

Calculator, computer, copy machine, facsimile, Microsoft Office, telephone

PHYSICAL ACTIVITIES/WORKING CONDITIONS

Average (lift over 25 lbs. and up to 60 lbs.), Occasional (over 15% and up to 40% of the time). Office or classroom environment. Other physical demands that may be required are as follows,

- Pushing
- Pulling
- Climbing
- Stooping
- Reaching.

PHYSICAL EXAMINATION REQUIRED

Post Offer Employment, Drug Test

TRAINING REQUIREMENTS

Alcohol/Drug Screening Guidelines, Automated External Defibrillators (AED)/HeartStart AED Demonstration, Bloodborne Pathogen Exposure Prevention, Drug Free Workplace, Employee Handbook, FERPA, Fire Extinguisher Safety, Hazard Communication-Right to Know, Sexual Harassment, Technology Responsible Use Policy, Youth Suicide

Greeneville City Schools reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employee relationship remains "at-will." The aforementioned job requirements are subject to change to reasonably accommodate qualified disabled individuals.