

**Eufaula School District
Position Description**

POSITION TITLE: School Counselor

Reports to: Principal, Assistant Principal

JOB GOALS: To implement the district's comprehensive counseling program for all students; to consult with and assist teachers, parents, and staff to enhance their effectiveness in helping students; to protect the confidentiality of student records; to implement state testing for all students and maintain testing records, and to provide appropriate support to educational programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

Guidance Curriculum

1. Teach, team teach with, or assist teachers in teaching guidance curriculum learning activities.
2. Meet with small groups of students outside the classroom to respond to identified interests or needs.
3. Conduct or coordinate parenting seminars to provide information and/or support as needed or requested.

Individual Planning

1. Assist administrators, teachers, and parents regarding the student's educational needs.
2. Assist students in developing immediate and long-range plans by analyzing and evaluating students' interests, skills and achievement.
3. Assist students in making grade level transitions.
4. Work with students in planning personal, educational, and career goals.
5. Participate in the intervention team process or school support team.

Responsive Services

1. Provide individual counseling for students in the areas of personal/social development, emotional growth, educational/academic, and career education.
2. Provide small group counseling in areas of families in transition, coping with grief, self-esteem, drug and alcohol concerns, peer relations, etc.
3. Provide consultation and feedback to parents, staff members, and community agencies regarding strategies to help students.
4. Counsel and support students and their families facing emergency situations and make appropriate outside referrals.
5. Responsible for awards assembly, at end of school year.

System Support

1. Plan and evaluate the counseling program on an ongoing basis.
2. Promote a positive working relationship with students, staff, and members of the community.
3. Consult with teachers and other staff members regularly to provide information, to support staff, and to receive feedback on student needs.

4. Maintain the school wide state testing program.
5. Consult and coordinate with teachers and other staff members the schedule and instructions of the state testing program.
6. Consult and coordinate with the testing companies.
7. Serve on the Safe School Advisory Committee.
8. Serve as Gifted and Talented coordinator.
9. Pursue continuous professional growth by keeping current with educational developments and literature in the field of school guidance.
10. Develop and maintain a library of pertinent information available to students, parents, and staff.
11. Assist in development and implementation of master schedules and development of individual student schedules.
12. Perform other tasks and assume other responsibilities as deemed necessary.

SUPERVISORY RESPONSIBILITIES:

Supervises students and assumes other supervisory duties as assigned by principal.

Must be able to effectively deal with students, parents, the public and staff both in person and on the phone.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill and/or ability required.