

Counselor - Night School

Job Description



Job Title:	Counselor - Night School	FSLA:	Exempt
Reports to:	Assigned Principal	Pay Grade:	Stipend
Dept. /School:	Assigned Campus / Student Support Svcs Bamberg Prof Dev't and Resource Center	Revised:	12.2.2024

Primary Purpose

The Night School Counselor plans, implements, and evaluates a comprehensive developmental guidance and counseling program at the assigned campus, helping students fully develop their academic, career, personal, and social abilities, while addressing the needs of special population students.

Qualifications

Education/Certification/Experience:

- Master's degree in School Counseling, Education, or related field
- Valid state counseling certification or license

Special Knowledge/Skills:

- Knowledge of counseling procedures, student appraisal, and career development
- Proficiency in using educational software and technology
- Strong interpersonal and communication skills
- Ability to instruct students and manage their behavior
- Ability to present information effectively in one-on-one, small group, and large group settings to students, parents, and district staff
- Availability to work evening hours
- Exceptional interpersonal and communication skills (both written and oral)
- Familiarity with online learning platforms
- Bilingual fluency in English and Spanish preferred

Experience:

- Minimum of two (2) years of counseling experience, preferably in a school setting
- Experience in adult education or night school programs
- Experience working with diverse student populations

Major Responsibilities and Duties

1. Provide academic, career, and personal counseling to night school students
2. Assist students in developing educational and career plans
3. Conduct individual and group counseling sessions if needed
4. Collaborate with teachers and administrators to address student needs
5. Maintain accurate student records and documentation with an emphasis on credits
6. Help support the Individual Graduation Committee (IGC)
7. Develop and implement intervention strategies for at-risk students
8. Facilitate workshops on study skills, time management, and stress reduction

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9. Provide resources and referrals for additional support services

Supervisory Responsibilities

None

Evaluation

The evaluation of the Night School Counselor is a responsibility resting with the Director of Online Learning. An evaluation shall be completed in writing at least once during the course of each school year.

Work Environment

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.