

# FAYETTE COUNTY PUBLIC SCHOOLS

## School Counselor Position Description

*The Fayette County Public School System does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in any of its employment practices, educational programs, services or activities.*

<b>WORK LOCATION:</b>	Assigned school	<b>FLSA STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Principal and/or designated school-based administrators	<b>WORK CALENDAR:</b>	190 Days (ES) 200 Days (MS/HS)
<b>SALARY:</b>	Salary based on Fayette County Public School System Educator Salary Scale adjusted for days worked.	<b>APPROVED (Board):</b>	
		<b>REVISED:</b>	November 2024; September 2022; June 2022; February 2018

**SUMMARY:** Provide students with a comprehensive school counseling program that promotes self-esteem development, responsible behavior, career exploration and educational planning; provide assistance to students and parents/guardians; collaborate with community resource personnel, staff and faculty to create and assist with the development and implementation of programs and services for the students and schools.

### ESSENTIAL FUNCTIONS:

1. Demonstrate prompt and regular attendance
2. Coordinate individual student planning and responsive services designed to meet students' needs on an individual and/or small group basis
3. Conduct classroom guidance, small group and individual counseling that relates to personal, academic and career development
4. Implement a goal-driven comprehensive school counseling program based on the ASCA model by providing relevant learning experiences in the three domains: academic achievement, career development and social/emotional growth as well as promoting the program to all internal and external stakeholders
5. Assist in the transition of students from grade levels within the school as well as school levels by collaborating with feeder pattern personnel
6. Recognize and serve as a resource in preventative and responsive services for teachers, administrators, parents/guardians and the community in addressing student concerns
7. Communicate and collaborate effectively with students, parents/guardians, district and school personnel, and other stakeholders in a way that enhances student learning and improves the comprehensive school counseling services provided
8. Develop and maintain a written plan for effective delivery of the school counseling program based on stakeholder data and the school improvement plan
9. Participate in student development and achievement related conferences with parents/guardians, students, teachers, the principal, and/or administrators
10. Exhibit a commitment to professional ethics and the mission, vision and beliefs of the school counseling program and participate in professional growth opportunities
11. Conduct a yearly program audit to evaluate the effectiveness of the counseling curriculum, interventions, and programs in order to assess and further develop the future school counseling program
12. Promote a safe, positive learning environment which is inclusive of all students and advocates for student needs in order to reach their educational goals
13. Create a student-centered environment which promotes post-secondary planning provides appropriate academic advisement, and develops interpersonal skills
14. Promote student learning by implementing a comprehensive school counseling program by spending 80% of time in school counseling core curriculum, individual student planning, responsive services, and indirect student services and 20% in program planning and school support

15. Ability to be present at the physical worksite
16. Must be able to properly and consistently supervise students, particularly during emergency situations
17. Perform other duties as assigned and allowable by intended program

**REQUIRED QUALIFICATIONS:**

Valid Professional Standards Commission approved certificate in guidance and counseling at level SRS-5 or above  
 Ability to work well with students, parents, staff, and the community  
 Excellent oral, written and interpersonal communication skills

**PHYSICAL DEMANDS:**

Routine physical activities that are required to fulfill job responsibilities. Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds frequently, and/or up to 10 pounds of force constantly to move objects. Frequent bending, lifting, pushing, pulling, stooping, kneeling, crouching, reaching, handling and repetitive fine motor activities. Prolonged periods of standing, walking and sitting. Vision, hearing and verbal communications are essential functions of this position.

**PREFERRED QUALIFICATIONS:**

Experience as a counselor in a school setting

**REQUIRED DUTIES & RESPONSIBILITIES:**

The employee must be able to satisfactorily perform each essential function of the position. When appropriate, reasonable accommodations will be provided to afford persons with disabilities an opportunity to perform the essential functions of the position. Employees are expected to attend all required meetings as approved by the supervisor. The employee will adhere to the Georgia Professional Standards Commission's Code of Ethics for Educators, all Fayette County Board of Education policies, administrative regulations, school system procedures, and all other applicable professional performance criteria. Maintenance of criminal history check is required for all employees.