

Job Title: *Professional School Counselor (FLSA: Exempt)*

Job Objectives: Germantown Municipal School District's Professional School Counselor staff members are expected to provide support ensuring GMSD has Comprehensive School Counseling and Intervention programs exceeding Federal and State Standards.

Minimum Qualifications:

- Master's Degree with an endorsement in school counseling from the state of Tennessee.
- Strong group processing and presentation skills
- Proficient in the use of computers to include spreadsheets, databases and word processing applications.
- Ability to prepare clear, concise, accurate, and complete reports that assist with defining academic programs while providing supports for students and staff
- Ability to establish and maintain positive and cooperative working relationships with school stakeholders that includes staff, students, parents, and community members
- Excellent oral and written communication skills
- Public speaking and presentation skills for parental groups, staff, and students on topics that provide meaningful measures to promote student well-being.
- Such alternatives to the above qualifications as the Superintendent might find appropriate and acceptable.

Responsibilities and Essential Functions:

- Serves as an academic counselor in developing and implementing appropriate curriculum to meet the identified needs of the school.
- Coordinates with the school leadership team in the implementation of the school counseling and intervention programs.
- Plans professional development programs related to school counseling, mental health, and intervention.
- Serves as a liaison between the school, the District Office, and outside agencies communications that support counseling, intervention, and mental issues.
- Assists with crisis management.
- Evaluates and makes recommendations about the school counseling, intervention, and mental health programs.
- Prepares informative reports and instructional materials for other school counselors, prevention liaisons, teachers, and other professionals related to student achievement, mental health, and behavior.
- Collects, organizes, and completes information necessary for scheduling from all the school stakeholders. Then provides processes and procedures for students to follow as they pre-register and register for classes.
- Coordinates and initiates meetings with all the stakeholders to assist the academic and social-emotional growth of students.
- Performs other responsibilities as assigned by the school principal.
- Be prepared to perform the job in accordance with the Teacher Evaluation Plan as established by the District and approved by the State Department of Education.

Skills and Abilities Required:

- Passionately believes that all students can achieve at high levels.
- Demonstrates cultural competence and a deep understanding of and empathy for issues facing contemporary families.

- Deep understanding of the various school environments and commitment to improving student achievement.
- Works successfully alone or on a team.
- Makes decisions using data and technology.
- Exhibits strong focus on goals and results. Sets clear metrics for success.
- Motivates, inspires, and moves students to action to achieve ambitious goals.

Supervisory Responsibility: Supervisory capacity of students assigned to them as school counselors to ensure academic and social-emotional growth gains while working in conjunction with the school staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Standard school office and classroom environment

GMSD offers education and employment opportunities without regard to race, color, creed, national origin, religion, sex, disability, genetics, or age

For Office Use: Employee Signature: _____

Date: _____

Signature constitutes understanding of this job description including the requirements, essential functions, and duties of the position.