

Griffin-Spalding County School System

Title: School Counselor Job Class Code: Elem 400, MG: 401 HS: 402 Job Details: *See Below/Exempt/Full-Time	Category: Student Support Services Reports To: Principal
Updated: 05/01/2024 Reviewed: 05/31/2024	Salary Schedule: Teacher

JOB SUMMARY

This position provides school counseling services to all students to support academic success and well-being.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Plans, develops, and implements a comprehensive school counseling program based on the needs of the students and the school
- Plans, develops and implements action plans based on the needs of the students and the school
- Provides classroom guidance, school counseling, and individual counseling that relates to the academic, career, and personal/social development of students
- Coordinates with school staff to provide supportive instructional classroom activities that relate to student academic, career, and personal/social development of students
- Confers and counsels with parents, administrators, and teachers
- Collects and reports on student outcomes from classroom guidance, small group, and individual consultations
- Conducts and/or participates in professional learning
- Facilitates the referral of students and parents to internal and external services
- Participates in school and district activities
- Coordinates transitional activities with feeder schools
- Interprets standardized tests and state mandated tests
- Protects confidentiality of student records and student information
- Conducts and/or assists with parent meetings and education
- Demonstrates professional and ethical practices consistent with school and district policies in working with students, student records, parents, and colleagues
- Other duties as assigned by principal which align with system initiatives
- Maintains prompt and regular attendance as physical presence on site is required

Elementary School Only

- ***Works 192 days**

Middle School Only

- ***Works 193 days**
- Assists with the creation of student schedules or in the scheduling process
- Participates in advisement
- Provides instruction regarding career paths in preparation for high school

High School Only

- ***Works 200 days**
- Assists with the creation of student schedules
- Evaluates transcripts
- Participates in advisement
- Provides instruction regarding career paths

- Assists students in the preparation of college, scholarships and employment applications

MINIMUM QUALIFICATIONS

- Hold or be eligible for Georgia certification in School Counseling

SUPERVISES

- No supervisory responsibilities

PREFERRED QUALIFICATIONS

- Five (5) years of experience in the respective job (Elementary, Middle, or High)

COMPETENCIES NECESSARY TO DO THE JOB

- Proven record of working well with professional personnel at all levels of public education and within related professional organizations
- Excellent interpersonal and networking skills for interacting and working with various levels of individuals.
- Excellent presentation, written and verbal skills
- Able to apply technology concepts to improve efficiency and effectiveness of district; must be proficient working with a computer, Microsoft Office Programs and Google Documents
- Exemplary professional relationships with teachers, administrators, parents, students and community
- Ability to maintain cooperative relationships and teamwork within the organization
- Excellent organizational skills with the ability to handle multiple tasks with interruptions and change of priorities
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.