



Whitfield County Schools

1306 South Thornton Avenue, Dalton, Georgia 30721

wcsga.net • (706) 217-6780

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Counselor Position Description

POSITION:	<u>Counselor</u>	SALARY SCHEDULE:	<u>State Salary Schedule & Supplement</u>
DEPARTMENT:	<u>Schools, Centers</u>	FLSA STATUS:	<u>Exempt</u>
REPORTS TO:	<u>Principal</u>	CONTRACT TERMS:	<u>190 Days</u>

SUMMARY: Provides students with a comprehensive guidance program that promotes self-esteem development, responsible behavior, career exploration, and educational planning; provides assistance to students and parents; collaborates with community resource personnel, staff and faculty to create and assist with the development and implementation of programs and services for the school.

QUALIFICATIONS:

The incumbent 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. The incumbent must demonstrate prompt and regular work attendance. Absences must be authorized by the incumbent's supervisor in accordance with school system procedures.

JOB DUTIES:

1. Conducts individual counseling sessions related to personal, academic, and career development
2. Conducts classroom guidance sessions related to personal, academic, and career development
3. Implements a comprehensive guidance program for all students
4. Coordinates the transition of students in preparation for promotion to the next grade level
5. Serves as a resource for teachers, administrators, and parents
6. Coordinates programs with staff to support school activities and programs
7. Interprets test scores for parents and students relating to educational programs
8. Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

May require:

Knowledge of normal and abnormal child development, educational principles and approaches pertinent to children with traumatic brain injuries, children with various intellectual and learning disabilities, special needs preschool children, visual, hearing and orthopedically impaired children, children with emotional and behavioral disorders; school system policies, programs and procedures pertinent to child and substance abuse and social adjustment; and state graduation/placement procedures.

Skill in oral, written and interpersonal communication, including communication for sight, hearing and speech impaired, establishing and/or facilitating individualized and group special education, vocational and community skills training programs, programs for the disabled, speech and language programs and teacher support programs, educational approaches for planning and implementation of intervention programs for children and families.

Ability to understand and interpret a wide variety of assessment tests relative to intellectual, emotional and physical abilities and disabilities, provide individual and group instruction in students' homes, the classroom and specialized facilities, enhance student and parental competence and incorporate formal and informal outside resources into educational processes.

EDUCATION AND/OR EXPERIENCE:

Master's degree from a Professional Standards Commission approved accredited college or university in guidance or counseling required.

The Whitfield County School System does not discriminate on the basis of race, color, sex, religion, age, national origin, or disability.

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CERTIFICATES, LICENSES, PERMITS:

Valid Professional Standards Commission approved certificate in guidance and counseling at level S-5 or above required.

PERFORMANCE FACTORS:

Physical Capabilities: Having the ability to talk, hear, see, crouch, reach, stand for sustained periods of time, walk for potentially long distances, push or pull with up to 10 pounds of force, grasp, feel, work primarily with fingers when needed, perform repetitive motions of the wrists, hands, and/or fingers.

Interaction with Others: Ability to maintain, on a regular and consistent basis, harmonious relationships with co-workers, students, parents, the community and the public. Ability to be flexible relative to daily routines and to demonstrate sensitivity to the differences among diverse populations. Ability to maintain composure in stressful situations.

Mental Capabilities: Ability to maintain concentration in the presence of frequent distractions and to manage multiple tasks simultaneously with only few or no errors. Ability to prioritize tasks when short or unexpected deadlines are presented and make appropriate business decisions and complete work tasks without being given precise directives as to the work steps or the final project.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product. Ability to prioritize and simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attendance: Being at work on all scheduled days unless sick or receiving prior approval for personal or vacation leave. Arriving on time each day for work and for meetings you are to attend.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by incumbents in the position.

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