



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Guidance Counselor (Elementary, Middle, and High Schools)
SCHOOL/DEPARTMENT	Assigned School
SALARY	Counselor Salary Schedule plus supplement
FLSA STATUS	Exempt
REPORTS TO	Director of Student Support; Principal
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

Under the direction of the Building Principal, the Guidance Counselor plans and provides for appropriate services for students. Included is the need for the Guidance Counselor to provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of all students. Additionally, the Guidance Counselor must monitor and evaluate student outcomes; communicate and interact with students, parents, staff and community; and develop select and modify guidance lessons and materials to meet the needs of all students. Further, the Guidance Counselor must monitor appropriate use and care of equipment, materials and facilities.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of counseling theories and skills, group dynamics, and small group processes
- Extensive knowledge of K-12 child and multi-cultural development

- Demonstrated working knowledge of the ASCA Model
- Thorough knowledge of K-12 instructional programs
- Thorough knowledge of the North Carolina Course of Study and Common Core
- Working knowledge of the juvenile justice system and laws that apply to juveniles
- Thorough knowledge of local, state and federal standards
- Considerable knowledge of FERPA, IDEA, McKinney-Vento Act, ESL and laws concerning student rights and confidentiality, as well as other state and federal mandates
- Working knowledge of student database systems (SIMS)
- Thorough knowledge of standardized testing and procedures and interpretation of scores
- Working knowledge of AIG and EC programs
- Knowledge of promotion and retention requirements
- Knowledge of Credit by Demonstrated Mastery program
- Excellent oral and written communication and human relations skills
- Ability to work with administrators, colleagues, central office and school based staff, students, parents and the community

EDUCATION, TRAINING, AND EXPERIENCE

- Master's Degree from an accredited institution in school counselor education or related field
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess or be eligible to possess a valid 005 Counselor license
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Two (2) to five (5) years successful experience serving as a school counselor in a public school setting
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide services to students in the areas of academic, personal/social and career development
2. Counsel students individually and in small groups
3. Conduct classroom guidance activities
4. Expose students to up-to-date career exploration and interest inventories (Kuder, Workplace Readiness Skills, etc.)
5. Review school data frequently to ensure that the school counseling program is meeting the academic, career and personal/social development of all students
6. Prepare reports, records, lists and all other required information and data
7. Encourage teacher/parent communication and community involvement
8. Assist students with conflict resolution
9. Manage crises
10. Assist with the identification of students with special needs

11. Refer students to intervention/remediation programs, as well as, academic and alternative programs to ensure academic success and personal well-being
12. Interpret student records
13. Initiate student programs
14. Refer students to appropriate school personnel and community agencies
15. Participate in IEP, Child Study and 504 meetings
16. Participate in parent/teacher conferences
17. Serve as resource for school personnel and parents
18. Maintain a variety of files/records and departmental library of supplementary and reference materials
19. Follow required procedures and practices
20. Submit monthly time and task reports as required
21. Attend division-wide counselor meetings
22. Participate in professional development activities
23. Perform additional duties as requested by the Principal of the assigned school

Elementary School Only

1. Develop and maintain an effective school counseling program consistent with the school's mission and goals as mandated by school board policy, federal and state law, and the office of the Director for Student Support
2. Assist the building principal with developing and maintaining an effective educational program
3. Keep the administration and Office of Student Support apprised of any problems encountered
4. Explain and interpret division-wide policies, goals and objectives to students, parents and the community that impact students' academic achievement and the school counseling program
5. Maintain an active public relations program for the school's counseling department
6. Plan, organize and direct implementation of all school counseling activities
7. Assist with the individual academic program planning of 5th grade students
8. Serve as the official representative for the department
9. Ensure that the building has a Guidance Advisory Committee
10. Serve with parents, faculty and other student groups, as requested, in advancing educational and related activities and objectives
11. Provide in-service training and professional development for instructional staff
12. Create school counseling calendar

Middle School Only

1. Serve all students, but is specifically responsible for students assigned to counselor caseload
2. Conduct individual student academic program planning
3. Begin 4-year plans with rising 9th graders, as well as discuss graduation requirements, diploma plans, verified credits, scholarships and financial aid
4. Inform students of all post-secondary options
5. Prepare and inform students for standardized testing (PSAT, SAT, Explore, PLAN, ACT, etc.)
6. Inform students about the importance of extracurricular activities
7. Keep the guidance department chair apprised of any problems encountered
8. Participate in the department's school counseling activities
9. Participate in counselor-related school/division activities

High School Only

1. Serve all students, but is specifically responsible for students in assigned counselor caseload
2. Conduct individual academic program planning and updating of 4-year plans

3. Prepare students for graduation including, but not limited to: scheduling, verification of units/credits, verified credits, diploma plans and diploma seals
4. Inform students of all post-secondary options
5. Support the scholarship chair (if one exists) by promoting scholarships
6. Support the ACCESS Counselor by promoting financial aid services and scholarships
7. Assist students with the college application process (transcripts, essays, letters of recommendation, resume, college fair, etc.)
8. Assist students with post-secondary vocational and employment opportunities
9. Inform students about the advantages of higher level courses (AP) and Early College programs
10. Prepare and inform students for standardized testing (PSAT, SAT, PLAN, ACT, ASVAB, etc.)
11. Inform students about the importance of extracurricular activities
12. Participate in counselor related school/division activities (graduation, College Night, etc.)

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*