

Pending Preston County Board of Education approval

Posting Date:	March 20, 2017	Closing Date:	March 24, 2017
Title:	School Counselor	Certification:	School Counselor PK-AD
Supervisor:	Principal Assigned/Attendance Coordinator	Salary:	Based on degree and experience
Budget Source:	State Aide/Local	Employment Term:	2017-2018 School Year

Location: County Itinerant; current assignment West Preston School

Application Process: Submit a letter of interest, a bid sheet and a resume to the Personnel Office, either by mail or fax at (304) 329-0720.

MINIMUM QUALIFICATIONS:

1. Appropriate certification for the position as required by WV Policy 5202;
2. Experience with school-age children is preferred;
3. Ability to successfully work with parents, staff, and students;
4. Ability to successfully carry out the responsibilities of the position;
5. Meet professional responsibilities;
6. Clearance of any criminal convictions as listed in House Bill 146;
7. Satisfactory previous evaluations;
8. Applicants who have had their contracts non-renewed for cause by another school district are not eligible for consideration.

PERFORMANCE RESPONSIBILITIES:

Individual Inventory - works cooperatively with other staff members in:

1. Collecting pertinent data to add to student records;
2. Organizing and administering a standardized testing program;
3. Interpreting data to students for self-understanding;
4. Interpreting data to parents and teachers to foster better understanding

Counseling and Guidance

1. Arranges counseling time to include conferences for students on voluntary or referral basis.
2. Provides counseling in groups for students with special problems and needs.
3. Assists students in setting goals, in adopting values, and in applying decision-making skills.
4. Assists students in understanding self and in developing a desirable personality.
5. Assists students in understanding career opportunities and the world of work.
6. Assists students in understanding educational opportunities including the school curriculum.
7. Identifies students with special needs/abilities.
8. Refers students needing special assistance to other specialists in the school and community.
9. Utilizes a variety of media and resources to assist students in understanding and decision-making.
10. Works cooperatively with other counselors and administrators to determine guidance objectives.

Consultation

1. Works with teachers and administrators to assist with appropriate placement of students in courses and grade levels.
2. Assists teachers in correlating guidance with classroom instruction.
3. Utilizes teachers as resource persons in providing information to individuals and to groups on careers, educational opportunities, curriculum and personal-social concerns.
4. Utilizes persons and agencies in the community as resources.
5. Communicates with parents through calls, letters, home visits, group meetings, etc.

Professional Attitudes and Conduct

1. Respects the dignity and worth of every individual.
2. Is sensitive to students and develops rapport with them.
3. Respects the confidence of students, parents and school personnel.
4. Adheres to ethical practices.
5. Demonstrates enthusiasm for and dedication to his/her work.
6. Uses correct and effective speech.
7. Uses tact and good judgment.
8. Is open to new ideas, viewpoints and procedures and can accept and adjust to change.
9. Uses initiative and provides leadership to the development of guidance services.
10. Pursues further education through courses and professional reading.
11. Uses discretion when discussing school affairs.
12. Analyzes situations objectively before reacting.
13. Works effectively with other staff members.
14. Adjusts to new and/or changed conditions.
15. Complies with policies of Mason County Schools.
16. Completes reports promptly, neatly and accurately.
17. Takes pride in personal appearance.
18. Refrains from criticizing co-workers.
19. Accepts constructive criticism in a professional manner.
20. Initiates objective evaluation of work.
21. Faces limitations realistically and takes positive action to overcome them.
22. Is self-motivated.
23. Actively participates in in-service programs and makes constructive suggestions for the improvement of the instructional program.
24. Consistently makes constructive contribution to student learning within department.

Instruction

1. Uses a variety of counseling methods, strategies and materials.
2. Provide opportunities for students to communicate ideas and feelings effectively with other persons.
3. Prepares counseling experiences for students which achieve objectives of the program.
4. Maintains accurate records of students= progress and reports progress to students and parents according to established procedures.
5. Assesses the progress of students on a regular basis.
6. Evaluates guidance services.

Professional

1. Cooperates with principals, faculty and central office supervisor to schedule location and time for instruction.
2. Attends and participates in faculty meetings when the counseling program is involved.
3. Exhibits work habits which reflect confidentiality, punctuality, dependability, efficiency accuracy, and a positive attitude.
4. Strives to improve professional competence through courses, workshops, professional reading, conferences, etc.
5. Confers with colleagues, students and/or parents as necessary.
6. Assists in the selection of instructional materials for counselors in the formulation and implementation of approved counseling programs.

OTHER DUTIES AS ASSIGNED.

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, WV 26537, (304) 329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.