

Counselor - Middle School Job Description

Purpose Statement

The job of Counselor - Middle School is done for the purpose(s) of providing support to the instructional process with specific responsibility for managing the placement of assigned students; providing information and recommendations to parents and students; and assisting in the development of goals and plans for achievement.

This job reports to the Building Principal.

Essential Functions

- Coordinates with teachers, resource specialists and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
- Counsels students, parents, and guardians (e.g. developmental, self-referred, crisis-oriented, etc.) for the purpose of enhancing student success in school.
- Develops a variety of special programs (e.g. Teacher Advisory Program, group counseling programs, etc.) for the purpose of providing information to assist students in the successful transition to high school.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Prepares a wide variety of materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Supervises assigned programs (e.g. scholarships, peer counseling, special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; preparing and maintaining accurate records; planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: stages of child development; assessment instruments and techniques; community resources; current and emerging technology; curriculum and instructional methods; and methods of instruction and training.

ABILITY is required to schedule a significant number activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving

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with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units may be required to perform the job functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally clean and healthy environment..

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Certificates and Licenses: Certificate as required by Wyoming Department of Education

Continuing Education/Training: Required annual trainings, maintains certificates and/or licenses

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt