



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Counselor

Qualifications

- Professional Student Support Certificate
- Endorsement: Counselor PK-AD
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Supervisor

Principal/Director of Student Services

Duties/Responsibilities

DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

- Discusses the comprehensive school counseling program with the school administrator.
- Develops and maintains a written plan for effective delivery of the school counseling program based on WV Standards.
- Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e., administrators, teachers, students, parents, and community/business leaders).
- Maintains current and appropriate resources for education stakeholders.
- Uses the majority of time (75%) providing direct services.
- Uses data to develop comprehensive programs that meet student needs.

DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

- Provides leadership and collaborates with other educators in the school-wide counseling program.
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Incorporates into their programs the life skills that students need to be successful in the twenty-first century.
- Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
- Accurately and appropriately interprets and utilizes student data.
- Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.
- Provides individual and group counseling to students with identified concerns and needs.

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- Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.
- Implements an effective referral and follow-up process as needed.
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
- Provides appropriate information to school personnel related to the comprehensive school counseling program.
- Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

ACCOUNTABILITY

- Conducts a yearly program audit to review extent of program implementation and effectiveness. Collects and analyzes data to guide program direction and emphasis.
- Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.
- Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.
- Performs other duties as assigned by supervisor.