

Job Description

Title: Middle School Counselor

Reports to: Building Principal, Director of Pupil Services

General Summary: Counsels students on personal, social, educational, and vocational issues; consults with teachers, administrators, and parents; conducts classroom guidance activities; and assists with coordinating services for students.

Essential Functions:

1. Counsel students, individually and in groups, on academic and vocational choices, and on personal, social and educational problems.
2. Assists teachers in determining and meeting the needs of students and in planning and conducting personal and social growth classroom activities.
3. Conducts inservice training for teachers concerning individual needs of students, communication skills, cooperative planning, and problem solving in the classroom.
4. Assists in the administration of all standardized testing, and maintains all personal and confidential records of the students assigned to him/her.
5. Confers with parents to help solve home/school problems.
6. Assists in the orientation of new students.
7. Participates in the summer program of visits to homes of new families in the school district.
8. Confers with counselors at other levels to maintain continuity in the K-12 guidance program.
9. Makes referrals to and coordinates services with appropriate resource persons in the district and community.
10. Conducts research for the purpose of evaluation and improvement of the guidance program.

LENGTH OF CONTRACT: Teacher's contract (additional days as needed)

SALARY: Teachers' Salary Schedule

Qualifications:

1. Education Level: Master's Degree in counseling
2. Certification or Licensure: Nebraska Teaching Certificate with the appropriate endorsement
3. Experience desired: Experience as a classroom teacher and/or school counselor is preferred.
4. Other requirements: Possess the skills necessary to perform required responsibilities.

Special Requirements:

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing	X		
2.	Walking	X		
3.	Sitting			X
4.	Lifting <u>25</u> lb max.	X		
5.	Carrying <u>100</u> feet.....	X		
6.	Pushing / Pulling	X		
7.	Climbing / Balancing.....	X		
8.	Stooping / Kneeling / Crouching / Crawling	X		
9.	Reaching / Handling.....	X		
10.	Speaking / Hearing			X
11.	Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____