

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

Counselor, 9-12

Qualifications

1. Possess a Tennessee Teacher's License with proper endorsements
2. Masters Degree
3. Demonstrate strong written, verbal, public presentation, and interpersonal skills
4. Possess a knowledge of basic psychology and an understanding of human dynamics

Essential Duties and Responsibilities

1. Register students new to the school and assist in orientation to the school programs;
2. Aids students in educational planning for the high school years;
3. Advises students on appropriate course and subject selection;
4. Assist in maintaining student records and protect record confidentiality;
5. Works to resolve student problems through consultation with classroom teachers, parents, and other people resources available in the school or community;
6. Work to discover and develop special abilities of individual students;
7. Works to identify and plan intervention activities for students at-risk of dropping out;
8. Work with teachers and parents to identify tutors or other intervention strategies for academically challenged students;
9. Foster an awareness of careers, occupations, and job awareness in a manner appropriate to the age of students served;
10. Assist students in providing academic or admissions information for college or post-secondary training;
11. Works with media specialist to maintain current information on career pathways, occupational trends, colleges, employment opportunities, and other topics pertinent to the overall development of high school students;
12. May organize and conduct Career Days / College Fairs / Financial Aid Workshops /
13. Counsel with students on an individual basis, or in small groups to address, personal, peer relationships, family issues, health, hygiene, and emotional adjustment;
14. Counsel with referrals from administrators and/or teachers for problems related to academic progress, attendance, discipline, retention, or other administrative related issues;
15. Participate in school level, system level, and other professional development and in-service activities;
16. Be alert to "best practices" in the counseling area, serve as a resource for teachers in helping them in understanding students and how to meet students' intellectual and personal needs;
17. Participate in S-Teams, M-Teams, or other administrative structures to facilitate meeting the needs of individual students;
18. Assist, as needed, in basic assessment of students if it will help in resolving learning problems or provide direction for determination of student services;
19. Provide in-service training for teachers to heighten their awareness of counseling services and dealing with students;
20. Perform other duties as assigned by the principal.