

**JEFFERSON COUNTY SCHOOL SYSTEM
JOB DESCRIPTION**

Counselor, K-8

Qualifications

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

Essential Duties and Responsibilities

1. Develop a social/personal development curriculum appropriate for the grades and age of students served;
2. Align social/personal development curriculum with state and local standards;
3. Schedule regular small group and classroom presentations for the delivery of personal and social curriculum materials;
4. Assist with registration and orientation of new students into the school program;
5. Assist in maintaining student records and protect record confidentiality;
6. Works to resolve student problems through consultation with classroom teachers, parents, and other people resources available in the school or community;
7. Work to discover and develop special abilities of individual students;
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. Counsel with students on an individual basis, or in small groups to address, personal, peer relationships, family issues, health, hygiene, and emotional adjustment;
11. Counsel with referrals from administrators and/or teachers for problems related to attendance, discipline, retention, or other administrative related issues;
12. Participate in school level, system level, and other professional development and in-service activities;
13. 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;
14. Participate in S-Teams, M-Teams, or other administrative structures to facilitate meeting the needs of individual students;
15. Assist, as needed, in basic assessment of students if it will help in resolving learning problems or provide direction for determination of student services;
16. Perform other duties as assigned by the principal.