

Wyoming City School District Job Description

Job Title: Middle School Counselor

Reports To: Principal

FLSA Status: Exempt

Category: Certified

Board Adopted: October 4, 2008

Board Approved Revision: March 28, 2022

GENERAL DESCRIPTION

Improves student success for ALL students by implementing a comprehensive school counseling program. They provide personal and educational skills that enhance students' ability to learn.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Serves as an advocate for the needs of students.
- Coordinates and participates in activities that promote the availability of counseling services such as individual student/parent sessions, orientations, informal classroom visits, etc.
- Helps to identify students with social and emotional problems. Has the ability to offer short term counseling. Collaborates with outside agencies to assist students in understanding and overcoming these social and emotional problems and can offer referrals if needed.
- Assists students in understanding and overcoming social and emotional problems.
- Attends weekly grade level meetings, quarterly district counselor meetings, and weekly meetings with building administrators.
- Collaborates with outside agencies to assist students in understanding and overcoming social and emotional problems.
- Conferences with parents, students and teachers as needed to assist students.
- Develops and executes short-and long-range goals to ensure students' success.
- Coordinates and monitors the results of multiple standardized tests (e.g. PSAT, OST/EOC, AP).
- Assesses and counsels individual students based on observations, conversations and test results.
- Provides personal counseling for students, families and groups to enhance self-understanding, acceptance of responsibility and decision-making skills.
- Determines the need for and helps facilitate support groups. Consults with teachers, staff and parents to determine the developmental needs of students.
- Serves as a member of the Multi-Tiered System of Supports (MTSS) team.
- Observes children as part of a multi-factored evaluation as needed.
- Facilitates student's change in placement from regular education to special education.
- Coordinates and facilitates the 504 Plan process including arrangements for school-based accommodations and provides appropriate information to team members.
- Serves as a team member for Individualized Education Plan (IEP) meetings and reviews.
- Provides Tier 1 instruction to address Ohio's counseling learning standards.
- Initiates contact with outside agencies such as mental health, family services, etc. when applicable.
- Provides information to parents and students regarding educational programs, resources, and referral agencies.
- Serves as a liaison between students and parents, and outside agencies to benefit students' welfare and academic, social and emotional growth.
- Assists the assistant principal in the master schedule development and hand scheduling students.
- Prepares student schedules placing students in appropriate classes while monitoring class size for optional effectiveness and academic integrity.

- Assists the assistant principal in schedule changes and hand scheduling students.
- Works with the Primary school counselor to coordinate the transition of fourth graders to grade five and build the 5th grade class lists.
- Stays up to date on current research and practices in adolescent counseling and theory.
- Observes student interaction for possible recognition of abuse, bullying and suicide threats.
- Provides group counseling for student interaction, communication and to support skill development.
- Consults with teachers, staff, and parents to develop, identify, and implement interventions to support positive behavior and social-emotional well-being.
- Assists students with academic challenges, study skills and coordinates tutoring support.
- Reinforces academic concerns to parents after initial teacher contact.
- Assists with student registration and withdrawal including the processing of documents.
- Appraises students new to the school when there is no educational test data in the areas of ability and/or achievement.
- Provides and coordinates staff training and in-service programs as appropriate.
- Develops and executes a social emotional curriculum that aligns with ASCA and ODE SEL standards.
- Assists in presenting in-service programs to teachers in social emotional and mental health topics.
- Attends school and community functions as deemed appropriate by the administrator.
- Manages and coordinates the 8th grade visits to the high school as well as the 9th grade course optioning.
- Assists with awards night and in the 8th grade graduation planning, preparation, and ceremony.
- Maintains up to date knowledge of technology utilized by the district.
- Assists with curriculum development and revision as is deemed appropriate.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibilities that include counseling aides, interns, and student teachers.

EDUCATION and/or EXPERIENCE

Bachelor's degree or higher in corresponding area.

CERTIFICATES, LICENSES, REGISTRATIONS

K-12 Professional School Counseling license from the State of Ohio.

LANGUAGE SKILLS

Ability to communicate effectively with students, parents, colleagues and administration. Ability to read, analyze and interpret testing and survey results, financial reports, and legal documents. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to write speeches and articles for publication that conforms to prescribed style and format. Ability to effectively present information to administration, staff, public groups, and/or Board of Education.

OTHER SKILLS AND ABILITIES

Ability to apply knowledge of current research and theory to instructional program. Ability to plan and implement lessons based on school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective working relationships with students, peers, parents and community. Ability to speak clearly and concisely in written or oral communication. Ability to use computers for classroom instruction and record keeping. Ability to perform duties with awareness of district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.