**NEWTON MUNICIPAL SCHOOL DISTRICT**



**JOB DESCRIPTION**

**TITLE:** Counselor - Secondary                                              
   
**QUALIFICATIONS:**

1. Minimum of valid "AA" Teacher's Certificate
2. School Counselor endorsement
3. Two years of teaching experience

**SUPERVISES:**          None  
   
**REPORTS TO:**         Principal/CTE Director  
   
**JOB GOAL:**  
To promote the successful academic, social, physical and emotional development of the student; serves as a liaison among students, parents and school staff to assure the maximum development of the students; assist students in understanding themselves by focusing attention of interests, abilities and needs in relation to home and school  
   
**TYPICAL DUTIES AND RESPONSIBILITIES:**  
Such duties and responsibilities as may be assigned, including but not limited to:

1. Conducts needs assessment survey of administrators, teachers, and students
2. Plans guidance activities based on the results of the needs assessments
3. Develops a guidance calendar which lists on-going and monthly activities
4. Organizes a guidance committee which functions in an advisory capacity
5. Provides individual counseling
6. Provides group guidance and counseling activities based on the assessed needs of students. Group guidance and counseling may include the following topical areas:
   1. Orientation to the guidance program
   2. Peer pressure
   3. Bullying
   4. Stress management
   5. Drug education
   6. Taking the PSAT/ACT/SAT
   7. Study skills
7. Consults with parents, teachers, administrators and other appropriate individuals regarding services and programs available to/for students
8. Supervises the maintenance and disposition of student records
9. Coordinates the administration of individual and group achievement and aptitude tests
10. Interprets test results to appropriate parties and supervises the entering of results into the cumulative records
11. Assists in the identification of students with special needs, e.g. special education, medical and emotional
12. Reviews students’ progress
13. Registers and provides orientation to new students as needed
14. Provides orientation to students from feeder schools
15. Conducts registration for all students
16. Apprises parents of actions by counselors on behalf of students
17. Provides students with information on guidance services, competency testing and graduation and college admission requirements
18. Counsels, advises and/or places students in their next step of normal educational progression
19. Receives and act upon referrals from teachers and other professional staff, parents and agencies
20. Develops, maintains, and utilizes list of contacts and working relationships with agencies and appropriate personnel in the public and private sector
21. Assists parents in the effective use of referral resources
22. Organizes office for effective use and for easy access to students to include the following:
    1. Maintains a calendar of events
    2. Maintains a schedule of appointments
    3. Submits reports to the appropriate supervisory personnel upon request/schedule

      23. Keeps informed of developments within the profession; maintains active membership in appropriate organizations; participates in staff development programs  
      24. Participates as a member of the Teacher Support Team  
      25. Performs additional duties as assigned…

* Supervises preparation and processing of college scholarship and employment applications
* Writes letters of recommendation
* Provides information and organizes visitations from colleges, employers and military
* Performs other duties as assigned

**TERMS OF EMPLOYMENT:**           
   
Salary in accordance to the certified teacher salary schedule as approved by the Board of Trustees  
   
   
**EVALUATION:**           
Performance of the secondary guidance counselor will be evaluated annually by the supervising principal in accordance with the Mississippi Counselors Assessment Instrument.  
  
  
**FLSA Status:       Exempt**