



EMPLOYEE NAME: \_\_\_\_\_

Revised: Revised: 11/85; 4/86; 2/88; 5/89; 6/89;  
8/90; 6/92; 1/94; 11/94; 2/97; 9/97; 3/01; 06/08;  
7/10; 10/12; 6/18; 4/19; 6/19; 3/23; 3/24\_

### JOB DESCRIPTION

<b>POSITION TITLE:</b> School Counselor	<b>JOB CODE:</b> 400, 401, 402, 402Z
<b>DIVISION:</b> Academic, Support and Specialized Services	<b>SALARY SCHEDULE:</b> Teacher
<b>DEPARTMENT:</b> Student Assistance Programs	<b>WORKDAYS:</b> 188, 208
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CIT (5, 6 or7)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides school counseling services to all students.	
<b>REVISION DATE(S):</b> 3/24	

#### REQUIREMENTS:

1.	Educational Level: Completed Master’s Degree in School Counseling
2.	Certification/License Required: Valid Georgia School Counselor Certificate
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization; affective education

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Plans, develops, and implements a comprehensive school counseling program aligning with the CCSD Student Standards and the Comprehensive Guide
3.	Plans, develops, and implements action plans based on the needs of the students and the school.
4.	Provides classroom lessons, group counseling, and individual counseling that relates to the academic, career, and personal development of students.
5.	Coordinates with school staff to provide supportive instructional classroom activities that relate to student academic, career, and personal development.
6.	Collaborates and consults with parents, administrators, and teachers.
7.	Collects and reports on student outcomes from classroom lessons, small group, and individual consultations.
8.	Conducts and/or participates in professional learning.
9.	Facilitates the referral of students and parents to internal and external services.
10.	Supports Cobb System of Support (CSOS) including the personal needs of students.
11.	Participates in school and county committees.
12.	Coordinates transitional activities with feeder schools.
13.	Interprets standardized tests and state mandated tests.
14.	Protects confidentiality of student records and student information.
15.	Conducts and/or assists with parent meetings and education.
16.	Selects, purchases, and inventories materials and technology for the School Counseling Program.
17.	Demonstrates professional and ethical practices consistent with school and system policies in working with students, student records, parents, and colleagues.
18.	The following items pertain to Middle School Counselors only: <ul style="list-style-type: none"> <li>a. Assists with new student enrollment</li> <li>b. Provides instruction related to the Bridge Law requirements</li> </ul>

19.	The following items pertain to High School Counselors only: a. Assists with new student enrollment b. Evaluates transcripts c. Participates in advisement d. Provides instruction related to the Bridge Law requirements e. Assists students in the preparation of college, scholarships and employment applications
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_