

JOB DESCRIPTION

Job Title: School Counselor

Department: Norfolk Public Schools

Major Function/Purpose of the Position: To help all students develop skills in the areas of personal-social growth, educational planning, and career and vocational development.

Essential Functions:

- **Program Planning**
The school counselor establishes the school counseling program and develops activities and resources to implement and evaluate the program. The school counselor involves other school staff in making decisions about the school counseling program.
- **Counseling**
The school counselor provides individual and group counseling services to meet the developmental, preventive and remedial needs of students.
- **Consulting**
The school counselor consults with students, parents, teachers, and other school and community personnel to assist in meeting the needs of students.
- **Coordinating**
The school counselor coordinates all counseling services for students and assists with the coordination and implementation of student services in the school. The counselor also assists teachers with the Guidance Curriculum.
- **Student Appraisal**
The school counselor accurately interprets test results and other student data. The counselor also assists teachers with the educational placement of students by using appropriate educational assessment strategies.
- **Professional Practices and Development**
The school counselor adheres to ethical standards of the counseling profession, and abides by the laws, policies, and procedures that govern the schools. The counselor also participates in professional associations and upgrades professional knowledge and skills when needed.

Additional Responsibilities: Assumes other duties as assigned by supervisor.

Qualifications:

1. Master's degree in School Counseling
2. Must apply for provisional license with the state; must have some experience in the school system, including practica or internships

Organizational Relationships

1. Reports to: Principal and/or Counseling Supervisor
2. Positions reporting to this position: None
3. Advises, consults and coordinates frequently or regularly with: Classroom teachers, parents/guardians, school psychologist

NOTHING IN THIS JOB DESCRIPTION RESTRICTS MANAGEMENT'S RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES TO THIS JOB AT ANY TIME.

This Job Description is accepted and agreed to by:

Supervisor

Date

Employee

Date