

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Middle School Counselor

Department: Instruction

D.P.Y.: 200 day calendar

Grade: Teacher Salary Schedule

Date Reviewed: September 2023

Reports To: Building Principal

Purpose of Job

To lead in planning, organizing, implementing, and evaluating a comprehensive school counseling program that aligns and adheres to the Tennessee State Board School Counseling Model & Policy 5.103. Additionally, the school counselor consults and collaborates with educators, administrators, parents/guardians, and other stakeholders to advocate for equitable access to academic, social, emotional, and postsecondary support.

Essential Duties and Responsibilities:

The following duties are typical for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinates with teachers, administrators, resource specialists and the community to provide/receive requested information and make recommendations. Counsels students, consults, and collaborates with parents and guardians to enhance academic, social, and emotional success in school.
- Develops various special programs and services to assist students in the successful transition from middle to high school and postsecondary opportunities.
- Monitors students' progress to identify gaps and take appropriate action for increasing student success.
- Prepares a wide variety of materials to document activities, provide written references, and convey information.
- Effectively communicates information, seeks feedback and ensures alignment to CMCSS Strategic Work and CMCSS School Counseling Mission, Vision, and Beliefs.
- Facilitates tiered whole group and small group lessons and individual interventions based on knowledge, attitudes and skills students need to acquire in academic, social, emotional and career development.
- Collaborates with high school counselors to assist students and parents/guardians in creating and implementing an educational plan to ensure graduation requirements are met and post-secondary opportunities are addressed.
- Provides students and parents/guardians with early access to college and career readiness standards
- Knowledgeable of resources to share with stakeholders that need assistance or intervention

Middle School Counselor

The school counselor shall include the following activities in the comprehensive school counseling program:

- Knowledge of and adherence to the state laws and State Board of Education School Counseling Model & Standards Policy 5.103.
- Define and focus the school counseling program based on the school's academic, attendance, and behavior data.
- Develop and implement action plans based on data-driven student needs.
- Deliver large group, classroom, and school-wide curricula designed to help students achieve mastery of counseling standards appropriate for their developmental level.
- Utilize individual student appraisal and advisement to help all students plan, monitor, and manage their learning as well as to achieve academic, social, emotional, and college and career readiness.
- Provide individual and group counseling to address students' academic, social, emotional, and college and career needs.
- Work with administrators, educators, other school staff, families, and community members to provide immediate and follow-up intervention to meet urgent needs and prevent situations from becoming more severe.
- Provide awareness to students and families of school and community resources that support students' success.
- Share strategies that support student achievement with parents/guardians, educators, and other stakeholders through consultation.
- Collaborate with other educators, parents/guardians, and the community to advocate for access and equity for all students in order to support student achievement.
- Assess data-driven student interventions and overall design and implementation of the school counseling program.
- Other duties as required.

Evaluation

The School Services Personnel Rubric is used to evaluate school counselors.

<http://team-tn.org/evaluation/teacher-evaluation/>

Minimum Training and Experience Required to Perform Essential Job Functions

A valid Tennessee School Services Personnel license with a school counselor endorsement for the assigned grade levels.

Knowledge of Job

Considerable knowledge of the policies, procedures, and activities of the school system and the state of Tennessee. Knows how to keep abreast of any changes in statutes, policy, procedures, and methods pertaining to public education. Capability to develop and implement long-term goals. Can effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Can assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Can use independent judgment and discretion in assisting with the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Employee's Munis Number

Date