

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

Job Title: Adult High School Counselor

Department: Instruction

Days per Year: Teacher Salary Schedule 260 days/12 month calendar

Date Reviewed: July 2024

Reports To: Adult HS Principal

Purpose of Job

To support a comprehensive school counseling program that provides services for all pupils and provide specialized programs to promote individual development. This includes academic development, social and emotional development, and college and career readiness. The school counselor provides leadership in developing and coordinating these services and serves as a resource person to the school staff in planning programs to meet the changing needs of students.

Essential Duties and Responsibilities:

The following duties are normal 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/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.

Counsels students, parents, and guardians for the purpose of enhancing student success, academically, socially, and emotionally, in school.

Develops a variety of special programs and classes (e.g. group and teamwork, leadership, bullying, coping with divorce or death, social skills) for the purpose of providing information to assist students in the successful transition from middle to high school or help with life and academic skills.

Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success. Prepares a wide variety of materials (e.g. lesson plans, quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Schedules student classes on a variety of topics for the purpose of helping students academically, socially and emotionally reach success in school.

Supervises assigned programs (e.g. scholarships, peer counseling, special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives.

Assists students and parents in creating and implementing an educational plan to ensure graduation requirements are met and post secondary plans are accurate and current.

Teaches class lessons on a variety of topics for the purpose of helping students academically, socially and emotionally reach success in school.

Supervises assigned programs (e.g. scholarships, peer counseling, special education, etc.) for the purpose of monitoring performance, providing for personal growth and achieving overall curriculum objectives.

The school counselor shall include the following activities in the delivery component:

- i. Deliver large group, classroom, and school-wide curricula designed to help students achieve mastery of counseling standards appropriate for their developmental level;
- ii. Utilize individual student appraisal and advisement to help all students plan, monitor, and manage their own learning as well as to achieve academic, social and emotional, and college and career readiness;
- iii. Provide individual and group counseling to address students' immediate needs and concerns to resolve academic, social and emotional, or college and career issues that are interrupting learning;
- iv. Provide support and assistance to students and school community to navigate critical and emergency situations;
- v. Make students and families aware of school and community resources that can provide additional information or assistance to help students be successful;
- vi. Share strategies that support student achievement with parents, teachers, other educators, or community organizations through consultation; and
- vii. Collaborate with other educators, parents, and the community to support student achievement and advocate for access and equity for all students through teaming, partnering, participating on school/district committees, and facilitating parent or staff workshops.

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

The counselor shall hold a certificate endorsement as a school counselor to work at the assigned grade levels.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system and state of Tennessee. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Capability to develop and implement long-term goals. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising

subordinates, including 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