

School Counselor

REPORTS TO: Principal

DEFINITION: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students. Provides advice and guidance to students, school administrators, staff, parents and community members. Performs other duties as assigned.

DUTIES AND RESPONSIBILITIES:

- Develops, manages, and communicates the comprehensive school counseling program with the school administrator and other stakeholders.
- Develops and maintains a written plan for effective delivery of the school counseling program based on the ACSA National Model, COMAR and current individual school data
- Maintains current and appropriate resources for education stakeholders.
- Provides services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services while maintaining program management, system support and accountability.
- Provides leadership and collaborates with other educators in the school-wide integration of the Counseling Curriculum.
- Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
- Assists all students, individually or in small groups, with developing academic, career and personal/social skills, goals and plans to ensure they are college, career and life ready.
- Collaborates with parents/guardians and educators to assist students with educational and career planning.
- Accurately and appropriately interprets and utilizes student data. Assists teachers, parents/guardians and other stakeholders in interpreting and understanding student data. Prepares and presents reports.
- Provides individual and group counseling to students with identified concerns and needs. Consults and collaborates effectively with parents/guardians, teachers, administrators and other educational/community resources regarding students.

- Monitors student academic performance, behavior and attendance and assists with appropriate interventions.
- Implements an effective referral and follow-up process.
- Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.
- Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
- Conducts a yearly program audit to review extent of program implementation and analyzes data to guide program direction and emphasis.
- Measures results of the school counseling program activities including the Closing the Gap Action Plans and shares results as appropriate.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Graduation from an accredited college or university with a master's degree in school counseling required.

Licenses and Certificates:

Possession of, or eligibility for, a Maryland Certificate with an endorsement in Counseling is required.

Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of school counseling.
- Knowledge of curriculum.
- Knowledge of effective instructional techniques.
- Knowledge of instructional materials and equipment.
- Knowledge of the ASCA National Model.
- Knowledge of and skill in data analysis.
- Demonstration of outstanding written and oral communication skills.
- Demonstration of strong leadership and human relations skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The work of this class is generally performed in a school environment. Work may require the ability to move around the school and classroom.

CONDITIONS OF EMPLOYMENT:

- Requires attendance at after-school and evening meetings and events.

- Persons in this position classification that hold a clinical license will be required to apply for a National Provider Identifier (NPI) number with the National Plan & Provider Enumeration System (NPES) and enroll as a Maryland Medicaid Provider through the Maryland Department of Health's Provider Revalidation and Enrollment Portal (ePREP).
-
- This document describes the duties and responsibilities of a position. It shall not be held to exclude duties not referenced nor limit the right of management to assign work to employees.
- Citizenship, residency or work VISA in United States required

Pre-Employment Requirements:

- All persons employed by the Baltimore County Public Schools, regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed. The fee charged for fingerprinting is \$81.00. An identification card will be issued which must be shown prior to employment.
- Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.
- If you have military experience you will be asked to provide a copy of DD214.
- Official transcripts for all higher education must be received prior to contract signing.
- Some positions will require employees to undergo a physical examination and/or drug testing.
- All newly hired personnel must attend a Badges and Benefits session.
- Additional job verification will be required for salary credit.

Non-Discrimination Statement

The Board of Education of Baltimore County does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment or in providing access to educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the Board's nondiscrimination policies should be directed to: EEO Officer, Office of Equal Employment Opportunity, Baltimore County Public Schools, 6901 Charles Street, Building B, Towson, Maryland 21204 (443-809-8937). There is a compliance officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to the executive director, Department of School Safety and Security, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220 (443-809-4360).

