

MIDDLE SCHOOL COUNSELOR

QUALIFICATIONS

A. REQUIRED

- Master's degree in Guidance and Counseling
- Valid Arizona Guidance Counselor Certificate Pre K-12
- Willingness to assist with co-curricular and/or extra-curricular activities

B. DESIRED

- Prior teaching experience
- Prior experience as a Middle School Counselor

SUMMARY

The Middle School Counselor's primary role is working with students. In addition, the Middle School Counselor serves as a consultant, resource person, guidance specialist, researcher and educator. These roles support the function of counseling students and allowing the counselor to serve as the students' advocate.

Reports to: Principal

ESSENTIAL FUNCTIONS

A. COUNSELING STUDENTS

- Assists the student with understanding and accepting himself/herself as an individual and enabling the student to express an awareness of his/her feelings, values and needs
- Assists the pupil in the development of the ability to cope with and solve problems competently

B. PROVIDING CONSULTATION

- Clarifies guidance and counseling services available through the school
- Acts as a resource person for the growth and development of students
- Assists parents with developing realistic perceptions of their children's aptitudes, abilities, interests, attitudes and development in terms of educational and occupational planning, school progress and social progress
- Shares appropriate information with staff members, noting the need for confidentiality
- Identifies pupils with special needs and makes appropriate referrals
- Participates in staff meetings and case conferences
- Assists teachers in gathering materials and planning activities for classroom guidance
- Disseminates materials and information concerning college requirements, college entrance examinations, financial aid, and career trends
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21st Century Skills.

MIDDLE SCHOOL COUNSELOR

- Integrates knowledge and skills that are relevant to the 21st Century
- Performs other related duties, as assigned

C. PROVIDING GUIDANCE

- Heads a guidance activity with a classroom
- Heads a guidance activity with a small group of students
- Works with individual students in the area of guidance
- Articulates services available between both middle and high school, as well as between high school and college
- Assists in assessment of potential aptitude and interpretation of achievement instruments

D. PERFORMING EVALUATION

- Writes, distributes and evaluates post high school follow-up surveys
- Evaluates school guidance programs, using data retrieved from surveys

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to see and hear at a normal range, with or without reasonable accommodations
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to effectively communicate with a wide variety of people in varying circumstances
- Ability to apply strong evaluative statistical and analytical skills to documents and data
- Ability to meet deadlines
- Ability to sustain extended work hours and problem situations
- Ability to work alone and as part of a team
- Ability to multi-task in an office setting
- Ability to interpret policies and communicate them to others
- Ability to sit for extended periods of time
- Ability to concentrate for extended periods of time
- Ability to perform functions requiring manual dexterity