

## Job Description

**Job Title:** School Counselor  
**Position Code:** 7E07 or GE07  
**Job Classification:** Exempt

**Supervisor:** Principal  
**Pay Grade:** 37A, 38A, 39A  
**Contract Length:** Variable

### **Job Summary**

Position is responsible for assisting students, school personnel and parents with relevant educational and personal/social goals. Develops and implement effective programs for all students while functioning as a member of a school's multidisciplinary team.

### **Essential Duties**

1. Develops and provides an effective comprehensive school counseling program to serve the needs of all students.
2. Demonstrates knowledge of national, state, and local school counseling standards.
3. Provides students and families with immediate and long-range educational planning and course selection as appropriate.
4. Collect, analyze, and use data to develop, implement, and evaluate the school counseling program.
5. Provides individual and group counseling for students and ensure that at least 60% of time is devoted to counseling of students.
6. Works cooperatively with school personnel to foster more effective learning climates for students.
7. Provides workshops for parents and families to assist them in acquiring an understanding of students and techniques and strategies essential for academic and personal/social growth.
8. Provides consultation and in-service to give teachers and administrators in the school information, strategies, and approaches for maximizing the total development of students.
9. Makes appropriate referrals to assist parents/families and students to obtain the benefit from needed special school and/or community services.
10. Maintains accurate and appropriate records.
11. Provides classroom guidance for students and assist teachers with appropriate follow-up
12. Coordinate the registration process for students and assist with the transitional process for students.
13. Initiates career awareness activities within the school.
14. Provides transitional counseling for students transferring into the school to facilitate a positive adjustment.
15. Participates in faculty committees and student activities.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Maintains professional competence by attending staff development programs, and other professional activities.
2. Participates in various student and parent activities which occur in school including PTA, student clubs and after-school activities.
3. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master's degree in education or a related field and meet the Virginia Department of Education guidelines for School Counselor. Must be eligible or possess Virginia Collegiate Professional License or

Postgraduate Professional License with School Counselor endorsement. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds; and to bend, stoop, climb stairs, and reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The School Counselor will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

04/2023 CR