



Middle Grades Counselor (Part-Time)

Position Overview

The Professional School Counselor provides counseling services to students, teachers, parents, and others regarding personal, academic, and career issues. The school counselor ensures that programs are implemented in order to aid and support the students and community effectively. This position reports to the School Principal.

PERFORMANCE RESPONSIBILITIES

- Under general supervision, provides students with a comprehensive school counseling program that promotes self-esteem development, responsible behavior, career exploration, and educational planning; provides assistance to students and parents, and collaborates with community resource personnel, staff, and faculty to create and assist with the development and implementation of programs and services for the school
- Implements a comprehensive ASCA-driven program for all students; conducts classroom guidance sessions related to personal, academic, and career development
- Coordinates the transition of students in preparation for promotion to the next grade level
- Implements programs with staff to support school activities and programs; implements strategies for improving the learning environment
- Interprets test scores for parents and students relating to educational programs
- Participates in Student Support Team and 504 meetings to address students' behavioral, academic, and/or speech concerns
- Develops Individualized Graduation Plans with students to achieve graduation and post-secondary goals; includes discussing general graduation requirements, exploring postsecondary options like dual enrollment, and identifying opportunities for career-based experiences, fostering student engagement and a connection between their education and personal aspirations
- Consults/conferences with teachers and parents to address student concerns and needs; provides outside resources to parents/guardians indicating a need for emotional, family, economic, clothing, and/or medical support
- Implements programs to foster positive relationships with families and students
- Mediates student conflicts
- Completes social worker referrals as needed

Qualifications

- Master's degree in education or human services (guidance, counseling, etc.) field from a Georgia Professional Standards Commission-approved accredited college or university required
- Valid Professional Standards Commission-approved certificate in guidance and counseling at level S-5 or above required

Work Experience

- Minimum 3 years of experience in counseling, at-risk youth casework, or closely related experience is required
- Experience working with middle and/or high schools in urban school districts (preferred).

Knowledge, Skills, & Abilities

- The candidate should be experienced in building academic skills for students, developing methods for transitioning students, creating an effective classroom, small group, and individual guidance plan.
- The ideal candidate must work collaboratively with team members and must possess excellent written and verbal communication skills.