

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: High School Counselor

EXEMPT: Yes

LOCATION: Plymouth High School

REPORTS TO: Guidance Director & High School Principal

JOB GOALS: Counsels individuals and provides group educational and vocational guidance services by performing the following duties.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

A. Personal Counseling

1. Identify special needs students.
2. Do individual counseling.
3. Do crisis counseling.
4. Do social counseling.
5. Do small group counseling.
6. Coordinate student, teacher, and parent conferences.
7. Do parent consultations.
8. Refer students and/or parents to appropriate outside agencies when necessary.

B. Academic Counseling

1. Make student schedule changes when needed.
2. Enroll new students to Plymouth High School.
3. Do individual academic planning sessions with students as needed.
4. Help students obtain tutoring when needed.
5. Conduct Senior Interviews in the early fall.
6. Counsel dropouts on their options.
7. Special Education (JESSE) duties:
 - a. Receive recommendations from teachers for special education evaluations.
 - b. Counsel students and parents on opportunities offered by JESSE.
 - c. Complete JESSE referral forms.
 - d. Arrange for JESSE testing.
 - e. Attend case conferences for special education students.
8. Prepare and maintain a four-year academic plan for each student.
9. prepare and maintain a list of students working toward an Academic Honors diploma or a Core 40 diploma.

C. College Counseling

1. Help plan, publicize, and hold the "Annual College Fair" and other college awareness programs.
2. Publicize college open houses.
3. Direct students to career specialist for college exploration.
4. Collect and make available to students college information and applications.
5. Process and mail college applications.
6. Write letters of recommendation for students applying for college and/or scholarships.

- D. Career Counseling and Guidance**
1. Contact, schedule and publicize career speakers.
 2. Inform students of job opportunities and maintain job board.
 3. Do individual career counseling and refer to career specialist as needed.
- E. Scholarship Counseling**
1. Obtain and distribute scholarship information and applications.
 2. Assist students in completing scholarship applications and process the applications.
 3. Help plan, publicize, and hold annual “Financial Aid Night” for seniors and their parents.
 4. Serve on scholarship selection committees as requested.
 5. With the help of the Counseling Department, plan, publicize, and hold annual “Senior Awards Convocation”.
 6. Maintain and submit Core 40, Academic Honors Diploma, and 21st Century Scholars Recipients to Department of Education.
- F. Testing**
1. Assist the Director of Guidance with the testing program.
- G. Scheduling**
1. Help students select courses for the following year by presenting the curriculum to the students
 2. Check to see that students’ selections meet graduation requirements, Core 40 and AHD, and prepare them for their post high school endeavors.
 3. Do individual conferences with students to discuss academic progress and course selections.
 4. Help plan and hold “Orientation Night” for eighth graders and their parents.
- H. Other Counseling and Guidance Duties**
1. Help select students to attend special programs and workshops such as career conferences, leadership seminars, honors programs, etc.
 2. Help coordinate the selection and announcement of school representatives to DAR Good Citizen Award, Hoosier Boys State, Hoosier Girls State, Hugh O’Brien Youth Foundation, etc.
 3. Attend staff meetings as necessary.
 4. Coordinate and work with public agencies such as the police, probation, courts, welfare, etc.
 5. Serve on committees such as Student Services Advisory, Drug and Alcohol Interventions, various scholarships, etc.
 6. Help complete the follow-up studies of previous graduates.
 7. Enter and withdraw students.
 8. Help see that records from previous schools are translated into PHS credits.
 9. Perform other duties as directed by principals and Director of Guidance.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience. Must hold a valid Indiana license in School Counselor, Director of Guidance, Supervisor of Guidance.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from

parents and faculty. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to school administrators, faculty, parents, children, and members of the School Board.

MATHEMATICAL SKILLS:

Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

The noise level in the work environment is usually quiet.

TERMS OF EMPLOYMENT:

185-195 days. Length of year and salary is determined per teacher contract.

EVALUATION:

Evaluated yearly by the high school principal.

Revised 4/16/02