

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Junior High School Counselor

EXEMPT: Yes

LOCATION: Lincoln Junior High School

REPORTS TO: Lincoln Junior High School Principal

JOB GOALS: To provide individual and group guidance in the following areas:

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

A. Personal Counseling

1. Do individual counseling regarding social and emotional needs.
2. Contact parents regarding students' social and emotional problems as needed.
3. Refer students and/or parents to appropriate outside agencies when necessary.
4. Refer students for peer mediation as needed, or counselor will conduct mediation between students.
5. Coordinate training of peer mediators for conflict resolution, and conduct on-going training sessions.

B. Academic Counseling

1. Work with students who are experiencing academic difficulties
 - a. Meet with students to develop plans for improving their academic progress
 - b. Meet with teachers of the students who are failing
 - c. Meet with parents of students
 - d. Arrange for parents to meet with teaching teams
 - e. Refer to tutoring as needed
 - f. Refer for special educational testing as needed
 - (1) Complete referral forms
 - (2) Obtain social/developmental information from parent
 - (3) Coordinate case conference
2. Coordinate parent-teacher conference scheduling
3. Coordinate orientation for all eighth grade students regarding freshmen courses.
 - a. Organize high school department personnel to speak to eighth graders regarding their subjects
 - b. Participate in the orientation program held for eighth graders at Plymouth High School
4. Coordinate orientation for incoming fifth graders at all elementary schools.
 - a. Go to each fifth grade class to discuss junior high information and policies
 - b. Coordinate fifth graders visiting the junior high school including tours given by eighth graders
5. Coordinate Midwest Talent Search
 - a. Contact students who are eligible and explain program, hand out applications for SAT testing
 - b. Give SAT testing

C. College counseling and guidance

1. Distribute Core 40 Information

D. Career counseling and guidance

1. Organize annual Career Day for eighth graders
 - a. Contact professionals in careers based on vocational interest tests given by career aide.
 - b. Coordinate schedule for day
 2. Coordinate job shadowing opportunities for eighth graders
 - a. Speak to all eighth graders about the opportunity to job shadow
 - b. Schedule job shadowing appointments
- E. Scholarship Counseling**
1. Coordinate Twenty-first Century Scholarship program
 - a. Give classroom presentations to all seventh and eighth grade students regarding program
- F. Testing**
1. Coordinate achievement testing for all students
 - a. Schedule testing, organize materials and conduct orientation regarding testing materials with teachers
 - b. Interpret test results to staff and parents
- G. Schedule**
1. Schedule new students
 2. Meet with each eighth grader individually to develop a freshman schedule, including the discussion of career goals and appropriate high school classes
- H. Other Activities**
1. Participate in committees as part of the school improvement plans
 2. Attend staff meetings
 3. Perform other duties as directed by the principals
 4. Enter and withdraw students

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, or 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 days. Length of year and salary is determined per teacher contract.

EVALUATION:

The counselor will be evaluated yearly by the Lincoln Junior High Principal or Assistant Principal.

Revised 4/16/02