



NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: December 5, 2019

TITLE: Guidance Counselor

REPORTS TO: Chief of School

SUPERVISES: N/A

TERM: 10 months

JOB GOAL: The responsibilities of a guidance counselor are: provide support to the instructional process with specific responsibility for managing the placement of assigned students; provide information and recommendations to parents and students; and assisting the development of goals and plans for achievement.

QUALIFICATIONS:

- Bachelor's Degree in Education
- Hold appropriate Tennessee certification license
- Demonstrated organizational skills
- Effective decision-making and verbal and written communication skills
- Be Highly Qualified in this area

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the School Board's policy on evaluation of personnel.

PERFORMANCE RESPONSIBILITIES:

Job Description: Guidance Counselor

1. Coordinates with teachers, administrators, resource specialists and/or community (e.g. service clubs, courts, child protective services, etc.) for the purpose of providing/receiving requested information and/or making recommendations.
2. Counsels students, parents, and guardians for the purpose of enhancing student success, academically, socially, and emotionally, in school.
3. Develops a variety of special programs and classes (e.g. group and teamwork, leadership, bullying, coping with divorce or death, social skills) for the purpose of providing information to assist students in the successful transition from elementary to middle school or help with life and academic skills.

4. Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
5. Prepares a wide variety of materials (e.g. lesson plans, quantity reports, student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
6. Schedules student classes on a variety of topics for the purpose of helping students academically, socially and emotionally reach success in school.
7. Supervises assigned programs (e.g. scholarships, peer counseling, special education, ESL, etc.) for the purpose of monitoring performance, providing for professional growth and achieving overall curriculum objectives
8. Commitment to high student achievement & support for all students.
9. Participates in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions.
10. Monitors students in a variety of educational environments for the purpose of ensuring student success.
11. Prepares a variety of written materials to document student progress and meet mandated requirements.
12. Plan, develop, implement, and monitor with student success as your goal.
13. Use available technology.
14. Communicate effectively with parents and students.
15. Perform other duties as assigned by the administration.

APPLICATION PROCEDURE:

Submit a Fayette County Public Schools online application found at www.fcsk12.net. The application link is located on the apply page under the employment tab.

Position is available until filled.

Fayette County Public Schools does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, disability, or sex in its educational programs or employment. No person shall be denied employment solely because of any impairment, which is unrelated to the ability to engage in activities involved in the position of program for which the application has been made.