

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: After School Alternative Education Counselor

REPORTS TO: Alternative Education Site Principal

CLASSIFICATION: Professional

FLSA STATUS: Exempt

EMPLOYMENT TERM: 1 day per week for After School Alternative Education Program

COMPENSATION: \$50 per hour

EVALUATION: Evaluations are conducted as defined in West Virginia Board of Education Policy 5310

JOB SUMMARY: A professional school counselor who develops, delivers, and maintains a data driven, comprehensive developmental counseling program addressing the academic, career, and personal/social development of all students. Will serve under the direct supervision of the building principal and provide activities to meet the needs of students and consult with teachers, staff, and parents to enhance their effectiveness in meeting the goals of West Virginia Board of Education Policy 2315.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Deliver guidance curriculum in collaboration with classroom teachers and other appropriate professionals;
- Provide direct and indirect services to students, at least 75% of time spent providing direct services;
- Provides counseling for students on an individual and group basis in the effort to solve personal problems, and provide developmental, preventive and remedial guidance and counseling programs to meet academic, social, emotional and physical needs;
- Obtains and disseminates occupational information to students;
- Provides individual and group counseling to help students evaluate career/educational interests and choices;
- Assists in the screening and placement of students in appropriate classes for alternate educational program.
- Provides crisis intervention for students who have serious, urgent or chronic problems;
- Works to prevent students from dropping out of school through individual and group counseling aid (Middle School and High School Counselor);
- Provides information for students and parents about at-risk programs;

- Coordinates referrals of students to pupil services and to community agencies, such as mental health, human services, etc.;
- Consult with teachers, staff, and parents regarding the academic and personal/social needs of students;
- Monitor student attendance for the Alternative Education Program;
- Interprets test results for students, teachers, parents, and other individuals, upon request;
- Use and analyze student data to maximize students' performance and academic opportunities;
- Demonstrate punctuality and dependability, and
- Performs other duties as assigned by principal.

AS PER §126-142-23. Professional Support Personnel Responsibilities

- Gathers and interprets data for individuals, groups or programs;
- Delivers services to students or others; and
- Collaborates with school personnel and/or parents to coordinate the delivery of services to students or others; and

ORGANIZATIONAL RELATIONSHIPS:

- Directly responsible to the alternative education principal;
- Works cooperatively with the alternative education school staff; and
- Ultimate responsibility to the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES:

Supervises classroom, students, and volunteers. Supervises students in instructional and non-instructional settings in order to assure their health and safety.

EDUCATION

- Possesses the minimum of a master's degree in school counseling.

QUALIFICATION REQUIREMENTS:

- Qualifications as outlined in West Virginia Code §18A-4-7a;
- Meet minimum standard for certification as set forth by West Virginia State Board of Education in Minimum Standards for the Licensure of West Virginia School Personnel;
- Working knowledge of Windows Office and educational software programs;
- Ability to learn to use the support in the staff with use of SMART boards and other technology tools;
- Good Evaluations and/or recommendations from professional associates, employers, and/or supervisors;
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and
- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

CERTIFICATION REQUIREMENTS:

- Valid WV Professional Student Support certificate for Counselor (PK-AD)

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to calculate and average figures and amounts such as credit hours. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to define problems, collect data, establish facts, and draw valid conclusions; and
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication;
- Ability to perform duties with awareness of all district requirements;
- Maintains professional work habits;
- Maintains an appearance and personal hygiene which are concurrent with the educational process; and
- Cooperates with staff in order to foster a harmonious working atmosphere.

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 frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift boxes of books, data projectors, computers and equipment related to computers, and AV/Mobile Computer Lab carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities are required by this position which include but are not limited to ability to adjust and focus, read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and staff members

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 quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.