



HOME OF THE BLAZERS



POSITION TITLE: School Counselor-1 Position for 25-26 school year.

Department: Guidance

Reports To: Principal/Executive Director or designee

Employment Status: At-Will

Deadline to Apply: Until Filled

Please submit the position you are applying for and resume to Jimmy Armstrong
jarmstrong@greermiddlecollege.org

SUMMARY: Helps students learn concepts and skills that will contribute to their development as mature, able, and responsible men and women.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- P Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
- P Creates a environment that is conducive to learning and appropriate to the maturity and interests of the students.
- P Shows written evidence of preparation upon request of immediate superior.
- P Encourages students to set and maintain standards of classroom behavior.
- P Guides the learning process toward achievement of curriculum goals.
- P Employs a variety of techniques and media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
- P Strives to implement by instruction and action the school's philosophy of education and instructional goals and objectives.
- P Assesses the accomplishments of students as needed.
- P Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
- P Maintains accurate, complete, and correct records as required by law, school and district policy, and administrative regulation to include PowerSchool Database.
- P Assists the school administration in implementing all policies and rules governing student life and conduct, and for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.

- Ⓓ Makes provision for being available to students and parents for education-related purposes.
- Ⓓ Assists in planning and administering of testing.
- Ⓓ Strives to maintain and improve professional competence.
- Ⓓ Attends staff meetings and in-service activities as directed.
- Ⓓ Serves on staff committees as needed.
- Ⓓ Maintains professional relationships with students and faculty; follows ethics of the teaching profession; and promotes the welfare of students at all times.

SUPERVISORY RESPONSIBILITIES:

Supervises students and assumes other supervisory duties as assigned by principal/executive director and/or his/her designee.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty 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:

South Carolina Certification in School Counseling. Master's Degree required. **Experience with middle level grades and certification as school counselor preferred.** Must be able to effectively deal with students, parents and staff in person, on the phone, or electronic communication.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical instructions and procedure manuals. Ability to write reports, procedure manuals and business correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

MATHEMATICAL SKILLS:

Ability to work with basic math skills.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables. Ability to perform duties with awareness of all school requirements and the Board of Director policies.

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, stand, walk and talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee must be able to hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

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 work environment may be quiet or loud. While performing the duties of this job, employees may have a higher risk than the average person of being exposed to infection.

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