

APPROVED

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## George County School District

### School Guidance Counselor (K-12) Job Description

#### Job Purpose:

- Provide a comprehensive school counseling program that supports the academic, career, and social/emotional development of all students.
- Assist students in developing educational and occupational goals through individual planning, career exploration, and academic advising.
- Provide individual and group counseling services based on assessed student needs.
- Collaborate with parents, educators, administrators, and community agencies to remove barriers to learning and promote student success.
- Ensure students are prepared for successful transitions between grade levels and to post-secondary education or the workforce.

#### Knowledge, Skills & Abilities:

- Knowledge of child and adolescent development from kindergarten through grade 12.
- Knowledge of college admissions processes, scholarship opportunities, career pathways, workforce trends, and Mississippi graduation requirements, including diploma options and endorsements.
- Knowledge of applicable federal and state laws and regulations related to students, confidentiality, and mandated reporting.
- Knowledge of counseling techniques, including individual counseling, group counseling, crisis intervention, and classroom guidance instruction.
- Knowledge of data systems and ability to analyze attendance, behavior, academic, and assessment data to guide interventions.
- Ability to administer and interpret standardized assessments and career assessment tools.
- Ability to respond appropriately to student crises, including suicide risk assessment and referral procedures.
- Ability to use student information systems and college/career readiness platforms.
- Strong communication and interpersonal skills to effectively collaborate with students, parents, staff, and community partners.
- Ability to organize, coordinate, and manage multiple responsibilities.
- Commitment to professional growth, ethical practice, and maintaining confidentiality.
- Ability to establish and maintain cooperative working relationships.

#### Minimum Qualifications:

- Master's degree in School Counseling from an accredited college or university.
- Valid Mississippi Educator License with School Counselor endorsement (436).
- Successful completion of a supervised school counseling internship (K-12).
- Successful completion of required state and federal background checks and child abuse registry clearance.
- Meet additional qualifications and requirements as established by the school district.

Reports To: Building Principal

**Duties & Responsibilities:**

- Demonstrates prompt and regular attendance.
- Designs, implements, and evaluates a comprehensive school counseling program aligned with district expectations and the ASCA National Model.
- Conducts annual needs assessments and develops a guidance calendar based on identified student, parent, and faculty needs.
- Provides individual and group counseling to address academic, career, and social/emotional development.
- Assists students in course selection, academic planning, and development of Individual Success Plans (ISPs) beginning in middle school.
- Assists students with college admissions, scholarship applications, FAFSA completion, career exploration, and employment opportunities.
- Administers, coordinates, and interprets assessments and standardized tests (e.g., MAAP, ACT, WorkKeys) as assigned.
- Analyzes student data (attendance, behavior, grades, graduation progress) to identify trends and implement proactive interventions.
- Participates in MTSS, IEP, and 504 meetings to support students with academic or behavioral needs.
- Assists with student registration, orientation, and transition activities between grade levels and schools.
- Supports dropout prevention efforts and monitors student progress toward graduation requirements.
- Maintains accurate and confidential student records in compliance with district procedures and applicable laws.
- Screens referrals from teachers and parents, coordinates community resources, and follows up on student progress.
- Provides consultation to parents, teachers, and administrators regarding student development and available services.
- Organizes career fairs, college visits, field trips, and parent workshops to promote college and career readiness.
- Participates in professional development to remain current with counseling practices and state requirements.
- Travels to district buildings and professional meetings as required.
- Performs other job-related duties as assigned by the immediate supervisor or superintendent.
- Supports the George County School District Core Beliefs and Mission.

**Terms of Employment:**

- Contract / 210 Days (Middle School Counselor)
- Contract / 187 Days (Elementary Counselor)

**FLSA Status:** Exempt

**Disclaimer:** The preceding job description is intended to describe the general nature and level of work performed. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature & Date