

BRANCH INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION

DIVISION: Vocational Education
JOB TITLE: Counselor I
CLASSIFICATION: Professional

I. Requirements

A. Qualification requirements which the Counselor must possess:

1. Education and/or certification:
 - a. Counseling endorsement
2. Experience:
 - a. Career and Technical Education or Special Education experience with emphasis in Special Populations desirable

B. Essential Functions

1. Mental Tasks:
 - a. Ability to understand written and oral instructions.
 - b. Ability to demonstrate appropriate verbal and written communication in dealing with students, staff, LEA's, business & industry, parents, etc.
 - c. Ability to analyze data and prepare reports from various data.
 - d. Ability to learn new technology to improve job performance.
 - e. Ability to extrapolate information and put it into a finished document.
 - f. Ability to give directions and supervise others.
 - g. Ability to practice principles of team play with other members of the Community & Student Services and Administration Department.
 - h. Ability to be flexible under stressful situations.
 2. Physical Tasks:
 - a. Ability to bend, stoop, squat, and kneel in handling correspondence, working on equipment, assisting students, etc.
 - b. Ability to lift and move objects of at least 50 lbs. (i.e. reams of paper, textbooks, equipment such as VCR's etc.)
 - c. Ability to drive to and from meeting sites.
 3. Equipment:
 - a. Utilize office and classroom equipment such as telephone, computers of various types, printers, copiers, VCR's, calculators, and other related equipment.
 - b. Utilize various software application programs.
- C. Policy requirements which the Counselor must follow:
1. Adhere to applicable Master Agreement, district and/or building policies, and staff handbook, including, but not limited to:
 - a. attendance
 - b. business procedures
 - c. student discipline
 - d. safety
 - e. obtaining parental permission
 - f. personal appearance
 - g. emergency, accident or illness
 2. Attend all required meetings and submit required reports on time.

3. Maintain student records, student objectives, and security/inventory of equipment and materials according to identified system.
4. Follow administrative directives, verbal and/or written.
5. Safely supervise students during contact hours.
6. Maintain confidentiality.
7. Remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the District.
8. Demonstrate acceptable ethical standards of the profession.

II. Job Performance

- A. Communication and interpersonal relationship skills expected:
 1. Communicate clearly and accurately when writing/speaking.
 2. Communicate student concerns to appropriate:
 - a. administrator
 - b. other school personnel
 - c. external personnel
 - d. parents (verbal, written, telephone and home contacts)
- B. Management and organization skills expected:
 1. Complete assignments and paperwork accurately, on time, and without constant supervision.
 2. Use a written instructional plan and operate an organized program according to identified system.
 3. Know whereabouts of students at all times.
 4. Recommend tool, equipment, material, and resource purchases.
 5. Supervise paraprofessionals as assigned.
 6. Maintain an environment that is conducive to student learning by creating a balanced rapport among staff.
- C. Application of job knowledge expected:
 1. Make correct decisions in solving problems.
 2. Demonstrate skill in assisting students to meet objectives and in utilizing educational equipment, materials, and resources.
 3. Provide positive reinforcement to students.
 4. Update instruction, program objectives, courses, curriculum, and instructional materials in a systematic way.
 5. Utilize a variety of educational materials and techniques to meet individual needs of students.
 6. Meet specific performance objectives developed jointly with immediate supervisor.