



NOTICE OF VACANCY

Application Deadline: UNTIL FILLED

Posting Date: June 1, 2018

TITLE: School Counselor

REPORTS TO: Principal

SUPERVISES: N/A

TERM: 10 months

JOB GOAL: Provides support services to students, staff, and parents. Support services include referrals, counseling, assessment, diagnostics, and report writing.

QUALIFICATIONS AND TRAINING:

- Bachelor Degree
- Hold appropriate Tennessee certification license
- Demonstrated organizational skills
- Effective decision-making and verbal and written communication skills

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

PERFORMANCE RESPONSIBILITIES:

Job Description: Guidance

1. Assists in scheduling students
2. Provides direct support service to individual students, small groups, and classrooms.
3. Completes assessments, referrals, and counseling with students and families.
4. Consults with other professional staff and outside agencies and other organizations.

5. Develops and maintains family outreach programs and community partnerships.
6. Complete written reports as needed or as requested by Principal.
7. Completes reports as required by Federal, State and local agencies.
8. Conduct professional development workshop on identifying at-risk students.
9. Work with our student management system.
10. Have the computer skills necessary to learn computer programs.
11. Follows the TN School Counseling Model and Standards.
12. Assist with other duties assigned by the principal.

APPLICATION PROCEDURE:

Submit a Haywood County Schools application found at www.haywoodschoools.com to toni.eubanks@hcsk12.net

Position is available until filled.

It is the policy of the Haywood County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment.