



# 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. 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 students for any educational, personal-social, or career-oriented need that may arise.
13. Connect students, parents/guardians and staff with specialized referral agencies.
14. Develop and implement age appropriate plans for students to learn about post-secondary educational and career opportunities.
15. Meet individually with all 9-12 students annually to discuss academic progress, personal-social concerns, and development of post-secondary plans.
16. Consult and meet regularly with teachers and student's advisor to discuss academic, personal and social concerns regarding students.
17. Submit required reports promptly and accurately.
18. Assist with other duties assigned by the principal.

**APPLICATION PROCEDURE:**

Submit a Resume to Toni Eubanks at [toni.eubanks@hcsk12.net](mailto:toni.eubanks@hcsk12.net) or a Haywood County Schools application found at [www.haywoodschools.com](http://www.haywoodschools.com) to [toni.eubanks@hcsk12.net](mailto: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.