



Longleaf School of the Arts
Certified - School Counselor
Full-Time

School Counselor Job Description:

Longleaf School of the Arts is a North Carolina public charter high school. We are a college preparatory school with a focus on the fine arts. Our mission:

Longleaf School of the Arts will develop students into confident, responsible, and successful contributors in college, career, and community through mentorship and a challenging curriculum that integrates academics and the fine arts.

PURPOSE: Utilizing leadership, advocacy, and collaboration, school counselors promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

The major functions of the school counselor job description incorporate the North Carolina State Board of Education's guiding mission that every public school student will graduate from high school globally competitive for work and postsecondary education and prepared for life in the twenty-first century.

DUTIES AND RESPONSIBILITIES

1. MAJOR FUNCTION: DEVELOPMENT AND MANAGEMENT OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

1.1 Discusses the comprehensive school counseling program with the school administrator.

1.2 Develops and maintains a written plan for effective delivery of the school counseling program based on the NC Comprehensive School Counseling Standard Course of Study and current individual school data.

1.3 Communicates the goals of the comprehensive school counseling program to education stakeholders (i.e., administrators, teachers, students, parents, and community/business leaders).

1.4 Maintains current and appropriate resources for education stakeholders.

1.5 Uses the majority of time providing direct services through the Guidance Curriculum, Individual Student Planning and Preventive and Responsive

Services, and most remaining time in program management, system support, and accountability (National standards recommend 80% of time in Guidance Curriculum, Individual Student Planning and Preventive and Responsive Services and 20% of time in program management, system support, and accountability (American School Counselor Association, 2005).

1.6 Uses data to develop comprehensive programs that meet student needs.

2 MAJOR FUNCTION: DELIVERY OF A COMPREHENSIVE SCHOOL COUNSELING PROGRAM

Guidance Curriculum

2.1 Provides leadership and collaborates with other educators in the school-wide integration of the State Guidance Curriculum Standard Course of Study.

2.2 Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.

2.3 Incorporates into their programs the life skills that students need to be successful in the twenty-first century.

Individual Student Planning

2.4 Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.

2.5 Accurately and appropriately interprets and utilizes student data.

2.6 Collaborates with parents/guardians and educators to assist students with educational, career, and life planning.

Preventive and Responsive Services

2.7 Provides individual and group counseling to students with identified concerns and needs.

2.8 Consults and collaborates effectively with parents/guardians, teachers, administrators, and other educational/community resources regarding students with identified concerns and needs.

2.9 Implements an effective referral and follow-up process as needed.

2.10 Accurately and appropriately uses assessment procedures for determining and structuring individual and group counseling services.

System Support

- 2.11 Provides appropriate information to school personnel related to the comprehensive school counseling program.
- 2.12 Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
- 2.13 Participates in professional development activities to improve knowledge and skills.
- 2.14 Uses available technology resources to enhance the school counseling program.
- 2.15 Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.

3. MAJOR FUNCTION: ACCOUNTABILITY

- 3.1 Conducts a yearly program audit to review the extent of program implementation and effectiveness.
- 3.2 Collects and analyzes data to guide program direction and emphasis.
- 3.3 Measures results of the comprehensive school counseling program activities and shares results as appropriate with relevant stakeholders.
- 3.4 Monitors student academic performance, behavior, and attendance and facilitates appropriate interventions.

Minimum Requirements:

- Ability to maintain a professional demeanor in all situations and must be able to withhold confidential information
- Ability to respond to changing situations in the workplace and exhibit flexibility
- Ability to perform multiple tasks concurrently under varying deadlines and adapt to changing work priorities
- Ability to set work priorities, take initiative, and work efficiently under minimum supervision
- Ability to work individually with students, parents, and staff utilizing appropriate strategies to encourage success in the total school environment
- Preferred experience with high school students, MTSS and behavior support as well as students with anxiety disorder.

Credentials - Masters in School Counseling or related field