



MISSISSINEWA COMMUNITY SCHOOLS
RJ Baskett Middle School Guidance Counselor

Job Description:

Provide a comprehensive counseling program for middle level students; consult with teachers, parents and staff to enhance their effectiveness in helping students; and provide support to other middle level educational programs.

Qualifications:

1. Holds a valid School Counselors Certification.
2. Must be student-centered
3. Must be organized and punctual
4. Good communication and interpersonal skills

Responsibilities:

1. Implement the middle level guidance program: conduct developmental lessons in classroom settings in conjunction with teaching staff; consult with and be a resource person to teachers to facilitate the infusion of counseling content into the regular education curriculum.
2. Guide individuals and groups of students through the development of educational and career plans: provide orientation activities to incoming students; guide eighth graders in the development of their high school four-year plan; collaborate with high school counselors regarding pre-registration of incoming sixth graders and outgoing eighth graders; plan, coordinate, and assist in pre-registration; assist new students with course selection; coordinate career interest assessment administration and interpretation of results; coordinate career education activities.
3. Counsel individuals and small groups of students toward social and emotional growth; conduct structured, goal-oriented counseling sessions in systematic response to identify needs of individuals or groups of students--recurrent topics may include academic failure, child abuse, attendance problems, family issues, substance abuse, suicide prevention and intervention, behavior problems, peer problems, and pregnancy.
4. Consult with and train teachers, parents and staff regarding needs of middle level or junior high students; participate in staffing; conduct in-service programs for faculty; conduct conferences with teachers, parents, and students; conduct or provide opportunities for parent education programs; write articles for parent newsletters; assist families with school-related problems.
5. Refer children with problems and their parents to special programs, specialists and outside agencies; consult and coordinate with district and community specialists, such as school nurses, administrators, school psychologists, service agencies, and physicians.

6. Participate in, coordinate and conduct activities that contribute to the effective operation of the counseling program and school; contribute to individual and district goals for enhancing education; cooperate with other school staff in placing students with special needs in appropriate programs; evaluate students' schedules for appropriate placement; provide input and/or coordinate statewide test administration; act as an advocate for individuals or groups of students as system decisions are made.
7. Participate in and facilitate the intervention team process; assume an active role in designing, implementing, monitoring, and adjusting educational plans for individual students.
8. Plan and evaluate the counseling program; review the counseling program annually with other members of the counseling department staff; establish the counseling department master calendar and complete the annual program plan for the middle school; and evaluate strategies as they are implemented.
9. Pursue continuous professional growth. Join associations; read professional journals and attend professional conferences.