

Section 400 - Personnel
Employees Job Descriptions
Counselor

File: 405.07 – R1

The school counselor shall be assigned, supervised, and evaluated by the building principal, and the duties shall include, but not be limited to the following:

1. Performing those applicable duties described in the teachers' job description in 405.31 – R1;
2. Advising and assisting on class schedules and student assignments therein, and maintaining current records pertinent to each student;
3. Assisting students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data;
4. Coordinating contacts between parents and school personnel and non-school agencies which provide student services;
5. Assisting and advising on the attainment of an emotionally healthy school climate;
6. Coordinating and advising on implementation of the student assessment program and maintaining records pertinent to the student and the school;
7. Enhancing an effective communications network, formal and informal, between students, staff and parents;
8. Developing and implementing orientation programs for new students and students in transition between school building and school administrators;
9. Advising and assisting students and their parents in making post-secondary career decisions
10. Supervising the preparation and processing of college, scholarship, and employment applications.
11. Initiating, assembling, maintaining and interpreting accurate current and cumulative progress records, activity records, and uniform transcript records for individual students.
12. Maintaining confidentiality of sensitive information related to staff, students, and parents;
13. Maintaining a cordial and cooperative relationship with all personnel, students, patrons, and vendors;
14. Maintaining consistent attendance for the benefit of the students;
15. Facilitating Medicaid eligibility determination;
16. Assisting with transportation related activities in support of Medicaid covered services;
17. Translation related to Medicaid services;
18. Program planning, policy development, and interagency coordination related to Medicaid services;
19. Medicaid related training;
20. Referral, coordination and monitoring of Medicaid services;
21. Perform other duties as assigned.