**Murfreesboro City Schools**

**School Counselor**

**School Personnel**

**Revised on 07/16/2018**

**Credentials:** Hold Tennessee license with appropriate endorsement(s). Administrative or supervisory experience in accordance with state law and State Board Rules and Regulation, based on the minimum of a master’s degree.

**Other Qualifications:** The school counselor must work cooperatively with children and adults; be able to successfully manage student behavior, follow directions; protect the confidentiality rights of parents and children; support child safety and good self-esteem; model appropriate grammar usage; communicate effectively; possess, use and continue to develop teaching skills which result in expected student achievement. The school counselor must be punctual and consistent in attendance.

**Physical Demands:** Must be able to see, hear and move quickly enough to provide for the safety and instructional needs of children; Must be able to articulate clearly; Must be physically active and interactive throughout the school day (i.e., be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull, step and have good finger dexterity, etc.). Must have emotional coping skills appropriate for the management of student behavior. Must tolerate environmental smells and substances commonly associated with children and educational institutions.

**Essential Job Functions:** The primary responsibility of this position is to define and focus the comprehensive school counseling program based on the school’s academic, attendance, and behavioral data. Other job functions include:

1. Work in collaboration with school administration to implement programs that result in increased academic development, college and career readiness, and social/emotional development.
2. Contribute to the successful operation of the total school and system program.
3. Appropriately represent the system and the profession to parents and the community.
4. School counseling core curriculum
   1. Instruction – direct instruction, team teaching, developing learning activities
   2. Group activities – planned activities outside the classroom promoting academic, career, or social/emotional development
5. Individual student planning
   1. Appraisal – assist students in evaluating interests, abilities, skills, and achievement
   2. Advisement – assist students in goal setting based on academic, career, and social/emotional data
6. Responsive services
   1. Counseling – in individual or small group settings, school counselors provide planned, short-term and goal-focused counseling.
   2. Crisis response – provide support and assistance to students and families as they navigate crisis and emergency situations
7. Indirect student services
   1. Consultation – share strategies supporting student achievement with parents, teachers, other educators and community organizations
   2. Collaboration – work with other educators, parents, and the community to support student achievement.
   3. Referrals – support for students and families to school and community resources for additional assistance and information
8. Program planning and management
   1. Organize, coordinate, and evaluate school-wide data to develop and maintain an effective school counseling program
   2. Organize, coordinate, and evaluate individual student data to develop and maintain effective instruction/intervention for students

**Staff Relationship:** Reports directly to the School Principal.

**Terms of Employment:** 200 days. Local rate for salary and benefits negotiated annually by Board and Association. Exempt.