

**WAYNE COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** Summer High School Counselor

**Evaluated by:** Principal/Assistant Principal

**Job Description:** The High School Counselor works collaboratively with other school and county staff to promote the intellectual, psychological and social development of students.

**Qualifications:** Holds or qualifies for a West Virginia Professional or Temporary Service Certificate endorsed for school counselor at the grade levels applicable to this assignment (9-12).

**Length of Employment:** See posting

**Responsibilities:** The High School Counselor shall have the following responsibilities and duties:

1. To conduct appropriate individual and group counseling.
2. To provide appropriate support services to students and staff.
3. To communicate effectively with the educational community and parents/guardians as needed.
4. To collaborate with school staff and parents to coordinate the delivery of support services to students.
5. To assist with the coordination of student support services with county-based and outside agencies.
6. To coordinate efforts to remedy unsatisfactory student progress.
7. To coordinate the school standardized testing program.
8. To work with feeder middle schools to facilitate student transition into the school.
9. To facilitate registration, orientation and placement of new students.
10. To maintain student cumulative record files.
11. To advise appropriate school staff of student-related concerns.
12. To serve on Student Assistance Teams as assigned.
13. To serve on crisis intervention teams.
14. To direct and coordinate the advisor/advisee program.
15. To assist students with transcript requests.
16. To notify students of college and job fairs.
17. To inform students of available jobs through various youth employment programs.
18. To assist students with college and job applications.
19. To assist students in assessing their strengths and weaknesses, making informed decisions, developing positive attitudes, solving personal problems and discovering their talents and abilities.
20. To conduct a periodic evaluation of the counseling program and procedures and amend accordingly.
21. To meet professional responsibilities associated with the position.
22. To complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education, and/or the county Board of Education.

23. To report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
24. To identify and refer for screening and evaluation any child with learning deficiencies.
25. To advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
26. To complete duty assignments as designated by the principal.
27. To accept responsibility for the behavior of students assigned.
28. To supervise students in accordance with state, county and school policies.
29. To attend all faculty senate and other required meetings.
30. To fulfill annual continuing education requirements and attend other required training programs.
31. To accept reasonable extra duty assignments necessary for a successful school program.
32. To maintain professional work habits.
33. To maintain and upgrade professional skills.
34. To perform other duties as assigned by the principal.