



T U L S A

PUBLIC SCHOOLS

Job Title: High School Counselor

Reports To: Site Administrator

Grade: Teacher Contract + Stipend

Number of Days: Standard Teacher + 10 Days

Security Access: School Site

Current Date: July 29, 2008

Overtime Status: Exempt

Position Summary: The high school counselor promotes student success, provides preventive services, and responds to identified student needs by implementing a comprehensive developmental school counseling program that addresses academic, career, and personal/social development of high school grade students.

Qualifications/Job Requirements:

Education:

- Masters' degree in school counseling or related field; i.e., social work, or clinical counseling.

Specialized Knowledge, Licenses, etc:

- Oklahoma teaching certificate in school counseling or willing to apply and obtain alternative certification through the State Dept. of Education.

Experience:

- Prefer 2 years teaching experience, but not mandatory.

Specific Training/Skills:

- Versed in psychological and sociological theory and practice as it relates to high school students.

Physical Requirements (If Applicable):

-

Other:

-

Scope of Authority (If Applicable):

-

Customer Contacts:

- Internal: High school students, families, school staff
- External: District administration, School Board, Community patrons.

Duties and Responsibilities:

- Development and management of a comprehensive school counseling program for high school age students.
 - Plans and maintains an effective comprehensive school counseling program.
- Delivers the high school counseling curriculum to all students focusing on Academic, Career, and Personal/Social Domains.
 - Designs, delivers, evaluates and revises a planned sequential developmentally appropriate program in accordance to district counseling standards and indicators.
 - Facilitates the infusion of counseling curriculum activities into classroom curricula to support the developmental needs of high students.
 - Facilitates instructional process in collaboration with school staff and community resources.

- Coordinates ongoing systematic activities and help individual students.
 - Counsels with high school students to promote self awareness, self – identify, and positive social and academic skills
 - Systematically develop/deliver/ and evaluate student planning addressing academic goal setting and transition plans to high school.
 - Inform students and parents about pertinent test results, academic programming, behavior intervention strategies, and their implications to the overall academic success.
- Respond effectively to immediate students' needs and concerns.
 - Provide individual and group counseling to students with identified concerns and needs.
 - Implement a referral process and follow up process to outside counseling agencies and support agencies.
 - Provide information to staff and parents to assist them in crises related issues that may effect the school climate.
 - Consult and coordinate with – in district professional and community agencies, such as school psychologist, nurses, administrators, community based counselors, service agencies, and physicians.
- Manage activities that establish, maintain, support, and enhance the total school counseling system.
 - Articulates the role of school counselor to school and community.
 - Advocates for equal access to programs and services for all students.
 - Plans and coordinates programs that are an extension of the counseling program, i.e., Individual Education Plans, Child Study Team, red ribbon week, student of week etc.
 - Engages in professional development.
 - Coordinates parent programs.
 - Establishes and maintains a monthly/yearly planning calendar.
 - Participates in school decision making.
 - Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
 - Participate with the administration and faculty as a team member in the implementation of the district testing program.
- Collect and review evaluative data to ensure a successful counseling program which links the school counseling program to student academic progress.
 - Conducts a yearly program audit to review extent of program implementation.
 - Collects and analyzes data to guide program direction and emphasis.
 - Measures results of the school counseling program activities and shares results as appropriate.
- Participate in activities that contribute to the effective operation of the school.
 - Assist to maintain a safe and organized school climate as directed by administration.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.