**John W. Rex Charter School Job Description**  
www.johnrexschool.org

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| Job Title: **School Guidance Counselor** | FLSA Status: Exempt |
| Reports To: JRCES Head of School, or designee | Salary: Commensurate with experience & qualifications. |
| Approved By: JMP Date Approved: 12/10/19 | Work Schedule: 180 days. Regular school calendar/hours |

**Position Summary:**  
The 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 PK-8th grade students.

**Essential Duties:**

* Develops and manages a comprehensive school guidance & counseling program for PK-8th grade students.
* Delivers the 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 state counseling standards and indicators.
* Facilitates the infusion of counseling curriculum activities into classroom curricula to support the developmental needs of students.
* Facilitates instructional process in collaboration with school staff and community resources.
* Counsels with students to promote self-awareness, self-identify, and positive social and academic skills
* Develops/delivers/evaluates student planning addressing academic goal setting and transition plans (ICAP) to high school.
* Informs students and parents about pertinent test results, academic programming, behavior intervention strategies, and their implications to overall academic success.
* Provides individual and group counseling to students with identified concerns and needs.
* Implements a referral process and follow up process to outside counseling agencies and support agencies.
* Provides information to staff and parents to assist in crises and related issues that may affect the school climate.
* Consults and coordinates with professionals and community agencies, such as school psychologist, nurses, administrators, community-based counselors, service agencies, and physicians.
* Manages activities that establish, maintain, support, and enhance the total school counseling system.
* Advocates for equitable access to programs and services for all students.
* Under the supervision of the Dean of Students, may plan and coordinate programs that are an extension of the counseling program, i.e., Individual Education Plans, 504 Plans, Child Study Team, theme weeks.
* Coordinates parent education programs with staff and the JRPTA.
* Participates in school leadership team meetings and decision making as requested.
* Adheres to laws, policies, procedures, and ethical standards of the school counseling profession.
* Participates with the administration as a team member in the implementation of the district testing program.
* Collects and reviews evaluative data to ensure a successful counseling program which links the school counseling program to student academic progress.
* Measures results of the school counseling program activities and shares results as appropriate.
* Performs other duties as assigned.

**Job Specifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required):**

* Master’s Degree in counseling or related field.
* Oklahoma Teaching Certification in Elementary Education or other appropriate Teaching Certification as approved by Oklahoma State Department of Education required.
* Elementary or Secondary Counselor, School Counselor (PK-12).
* Must possess ability to communicate effectively both verbally and in writing.
* Must possess the ability to establish and maintain positive and effective working relationships with students, staff, parents, and t\he community.
* Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines.

**COMMUNICATION REQUIREMENTS:**Frequent written, telephone, electronic, and in-person contact with the Head of School, other administrators, teaching and office staff, parents, volunteers, and community representatives for exchange of information and services, and general problem solving.

Written correspondence, classroom website, newsletter articles, memos, to disseminate educational information, materials, and records. Frequent contact with parents for purposes of advocacy, education, and general information sharing.

**EVALUATION:**

Performance of this job will be evaluated by a school administrator(s) using informal and formal observations conducted multiple times each year.

**SUPERVISORY RESPONSIBILITIES:**

In coordination with school administrators, Teacher Assistants, if applicable.

**QUALIFICATION REQUIREMENTS:**

Candidates are expected to have a bachelor’s degree with at least a provisional teaching certificate in their specialty area.

However, JRCES also supports the hiring of talented candidates who may have a bachelor’s degree in an alternate area and preferably a successful completion of an alternative certification program.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is quiet to loud depending on the activities in the particular part of the day and location.

**OTHER SKILLS:**

Ability to read, analyze and interpret general professional journals, technical procedures, and/or government regulations. Ability to write reports and correspondences as may be appropriate to teaching staff in general. Ability to effectively present information and respond to questions in one-on-one and small group situations to students, parents, teachers, staff and the general public. Bilingual (Spanish) is desirable.

Ability to define and solve problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables. Ability to use computer and computer related programs and other technologies needed to perform essential job functions. Ability to apply knowledge and current research and theory. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to organize and chair or facilitate committees and meetings. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties and awareness of all school requirements and Board of Directors policies.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by individuals currently holding this position and additional duties may be assigned.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship. This job description is not intended to be all inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or appropriate administrator.  John Rex Charter School reserves the right to, update, revise or change job duties as the need prevails.  This document is for communication only and not intended to imply a written or implied contract of employment. The Board and/or Superintendent may approve alternatives to the listed qualifications.