



Example of School Counselor Job Description

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Our company is growing rapidly and is looking to fill the role of school counselor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for school counselor

- Ensure records for counseling/academic support are maintained per state and federal law
- Collaborate with teachers to plan and deliver counseling curriculum lessons
- Continually plan, evaluate, and revise the school counseling program
- Individual student academic program planning
- Assume teaching and grading duties as necessary including teaching high school elective courses
- Keep abreast of all high school graduation requirements, including special requirements such as College, Career and Military Ready and graduating with Endorsements
- Coordinate a team of teachers to help identify students who are "at risk" or "in crisis"
- Assume teaching and grading duties as necessary
- Keep abreast of all high school graduation requirements and communicate this information to the necessary stakeholders
- Advocate for all students by maintaining a current knowledge of equity and diversity issues and promoting equal educational opportunities for all students

Qualifications for school counselor

- Openness in examining counselor techniques

- Experience working with underserved communities, families, and/or students, particularly students and families in immigrant communities (Preferred)
- Valid School Counselor teacher certification in Ohio
- Valid professional Florida certificate in Guidance and Counseling