



# Maury County Public Schools

<b>Job Title</b>	School Counselor		
<b>Department</b>	Schools		
<b>Certified (Y/N)</b>	Y	<b>Work Days/Year</b>	200
<b>FLSA Status</b>	Exempt	<b>Hours/Day</b>	7.5
<b>Reports to</b>	Principal	<b>Supervises</b>	

## Qualifications:

- TN Teaching License with proper endorsement
- Master's Degree in School Children
- Successfully completed the Praxis II: School Guidance and Counseling examination
- Tennessee school counselor certification
- Minimum of 1 year of school counseling or teaching experience
- Understanding and familiarity with computer applications and word processing functions

**Job Overview:** .Desire and ability to work with students at the specified age level with diverse backgrounds and levels of ability toward accomplishing their educational goals. Ability to organize tasks and manage time to meet many and varied deadlines and communicate effectively with students, parents, school administrators and other staff, including the ability to discuss topics which may be sensitive. Working familiarity with student assessment tools, especially in evaluating and interpreting standardized test results. Knowledge of educational software.

## Job Functions:

- Advises and counsels students regarding academic, educational, and short-term social and emotional problems.
- Remains universally accessible and makes an effort to know every student for whom they are responsible.
- Provides individual student planning and responsive services to support students and their families regarding academic matters.
- Consults, facilitates, and maintains communication with parents, teachers, administrators, and pertinent agents on specific student and parent academic and educational matters including academic modifications and/or accommodations.
- Provides feedback and recommends appropriate action and solutions to individual student's academic and educational needs and abilities.
- Assists students/parents in understanding school policies and procedures.
- Provides brief counseling to address social and emotional concerns and appropriately refers students to behavioral health specialists.
- Communicates, coordinates, and collaborates with behavioral health specialists on developing and implementing student supports.
- Supports and attends appropriate student activities and events.
- Other duties as assigned by principal.



# Maury County Public Schools

**Physical Requirements:** This job will require lifting of objects that exceed 50 lbs., or the average weight of a student, with frequent lifting and/or carrying objects weighing up to 25 lbs.

**Physical demands that may be required are as follows:**

- Pushing and/or pulling
- Climbing and/or balancing
- Stooping, kneeling and/or crawling
- Reaching
- Talking
- Hearing
- Seeing

**Work Environment:** Normal work environment

*This job description is not intended to be all inclusive; an employee will also perform other related duties as assigned by administration. MCPS reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.*