

# Franklin County Community School Corporation

<b>Job Title</b>	<b>Counselor – Middle School</b>			
<b>Position Type</b>	<input checked="" type="checkbox"/> full time	<input type="checkbox"/> certified	<input type="checkbox"/> 180 days	<input type="checkbox"/> 220 days
	<input type="checkbox"/> part time	<input type="checkbox"/> non-certified	<input type="checkbox"/> 185 days	<input type="checkbox"/> 230 days
			<input checked="" type="checkbox"/> 190 days	<input type="checkbox"/> 12 months
			<input type="checkbox"/> 195 days	<input type="checkbox"/> as needed
			<input type="checkbox"/> 210 days	

**Job Purpose:** The purpose of the middle school counselor is to provide leadership that engages all stakeholders in the delivery of programs and services to help students achieve success in school.

**Duties:**

1. Implement the middle school developmental counseling curriculum.
2. Guide individuals and groups through the process of developing educational and career plans.
3. Counsel individuals and small groups of students with problems.
4. Consult with teachers, parents, and staff regarding needs of middle school students.
5. Refer children with problems and their parents to specialist and/or special programs; specialist and outside agencies.
6. Participate in activities which contribute to the effective operation of the school.
7. Plan and evaluate the counseling program.
8. Pursue continuous professional growth.

Specific Responsibilities:

1. Implement the middle school developmental counseling curriculum:  
Work with other counselors and administrators in the corporation to incorporate developmental counseling.
2. Guide individual students through the development of educational and career plans:  
Provide orientation activities to incoming students and their parents.  
Guide middle school students in the development of their high school and post high school plans.  
Collaborate with the elementary staff and high school counselors to affect, respectively, the incoming and outgoing student orientation process.  
Assist principal in coordinating course selection and pre-registration of students.  
Assist new students entering school after the school year begins with course selection.  
Coordinate career education activities.
3. Counsel individual and small groups of students with problems:  
Conduct structured, goal-oriented counseling sessions in systems response to identified needs of individual or groups of students--recurrent topics include: academic failure, child abuse, attendance problems, family issues, substance abuse, suicide prevention and intervention, behavior problems, peer problems, pregnancy, and other crisis issues.
4. Consult with teachers, parents, and staff regarding the needs of middle school students:  
Participate in/conduct conferences with teachers, parents, and students.  
Conduct in-service programs for faculty.  
Act as a resource person for faculty, staff, and parents.  
Conduct or provide opportunities for parent education programs.  
Write articles for the parent newsletter.  
Assist families with school related problems.

5. Refer students with problems and their parents to special programs, specialists, and outside agencies:  
Consult and coordinate with school community specialists, such as licensed school social workers, licensed school nurses, licensed school psychologists, administrators and community based mental health professionals, service agencies and physicians.
6. Participate in activities which contribute to the effective operation of the school: Assisting in the implementation of the Peer Facilitating Program for the students.  
Provide continuous orientation of staff and community to the developmental counseling program through use of newsletters, local media, and school and community presentations.  
Serve on curriculum/community committees.  
Interpret group test results to faculty, students and parents.  
Act as an advocate for students as decisions are made that will affect those students.  
Become knowledgeable about community resources, employment opportunities, and the local labor market by periodically visiting local businesses, industry and social service agencies.
7. Plan and evaluate the counseling program:  
Evaluate the counseling activities/programs as they are implemented.  
Continue development and updating of counseling program.  
Establish the counseling department calendar.
8. Pursue continuous professional growth:  
Join professional associations and read professional journals and publications.  
Attend relevant workshops and conferences.
9. Complete other duties as assigned by the Building Principal.

**Skills/Qualifications:**

One of the following credentials is required:

1. Possess a valid Indiana School Counselor certificate.
2. Possess a valid Indiana Social Worker license.

<b>Evaluated by</b>	<b>Building Principal</b>
	<b>The employee shall be evaluated annually.</b>