**Position Type:**

Student Support Services

**Date Posted:**

01/02/2023

**Location:**

Mississippi School for the Deaf

**Date Available:**

01/09/2023

**Closing Date:**

Until Filled

**Job Title:** School Counselor

**Reports To**: Building Principal

**Major Functions:**

Evaluate student abilities, interests and talents to develop academic and career goals. Conduct interviews and administer aptitude and interest tests. Advise students on college majors, admission requirements, financial aid, and technical school options. Assist students with social and emotional barriers which may impede academic progress and personal growth. Maintain student records as required by state and federal law, district guidelines and administrative regulations.

**Duties and Responsibilities:**

*Program Development and Evaluation*

• Develop goals, objectives, and activities that are aligned with Senate Bill 2423.

• Organize a guidance committee that functions in an advisory capacity.

• Develop a guidance calendar.

• Secure and make available to students’ information and material on further educational opportunities,

personal growth and development, and occupational/vocational opportunities and trends.

• Develop procedures for program evaluations.

*Counseling and Consultation*

• Provide individual and group counseling to students as referred by administrators, teachers, parents/guardians,

and other professional staff.

• Consult with families, teachers, administrators, and other appropriate individuals regarding services and

programs available to/for students.

• Accrue a list of contact personnel in agencies, programs, and services external to the school setting for

collaboration and referral.

• Adhere to all guidelines set forth by Senate Bill 2423.

*Student Appraisal*

• Assist with disseminating assessment results to all stakeholders.

• Participate in IEP meetings as required or deemed appropriate.

• Participate in parent conferences as required or deemed appropriate.

*Academic Advisement*

• Assist with registering and orienting new students in accordance with District Policy and MSIS requirements.

• Consult with administrators in the planning of course offerings that meet the needs and interests of students.

• Assist with withdrawing students according to District Policy and MSIS requirements.

• Provide students with information on school district policies regarding counseling services, student activities, and grade-level

testing programs.

• Develop practice and policy alternatives for the implementation of dropout prevention strategies.

• Provide students with information on school district policies regarding counseling services, student activities, competency and

grade-level testing, graduation, and college admission requirements.

• Provide students with materials and information regarding career and post-high school educational opportunities; assist with

college application, scholarships, and employment applications including the writing of letters of recommendations.

• Consult with administrators and teachers in the planning of course offerings that meet the needs and interests of students.

*Referrals and Follow-up*

• Receive and act upon referrals from administrators, teachers, families, agencies, and other professional staff.

• Assist families in effective use of community and school resources.

*Professional Responsibilities and Development*

• Organize office for effective use and prepare/submit reports, records, lists, and other paperwork accurately and timely.

• Keep informed of developments within the profession by attending workshops and conferences as requested by administration and the

State Department of Education.

• Participate in approved staff development sessions related to guidance/counseling.

• Maintain confidentiality and privacy of all school records.

• Adhere to district policies and procedures and administrative directives.

• Adhere to the Mississippi Code of Ethics.

• Perform such other tasks and assume such other responsibilities as may be assigned by the supervisor or superintendent.

• Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned days,

and using sick and personal leave appropriately.

**Minimum Requirements:**

● Possess proper certification and current licensure with a minimum of one (1) year of experience in an academic setting

● MS Department of Education: 436 - School Counselor (K-12)/Guidance Counselor (K-12)

● Fluent in American Sign Language (ASL)

Please email your letter of interest and resume along with 3 references to Ms. Jacquie Russell at hr@msdbk12.org.