

ZANESVILLE CITY SCHOOL DISTRICT  
**JOB DESCRIPTION**

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| <b>TITLE:</b> | <b>SCHOOL COUNSELOR</b> | <b>REPORTS TO:</b> | Principal |
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**TRAINING**

**QUALIFICATIONS**

- College graduate with not less than a Bachelor's Degree
- Certified by the Ohio Department of Education in School Counseling
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**REQUIRED SKILLS AND ABILITIES**

- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
- Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
- Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
- Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
- Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email

**PERSONAL QUALIFICATIONS**

- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
- Is able to accept constructive criticism/feedback
- Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
- Is conscientious and assumes responsibility for ones own work performance
- Anticipates problems and unforeseen events and deals with them in an appropriate manner
- Demonstrates an ability to make proper decisions when required
- Demonstrates loyalty to the administrative team
- Possesses high moral character and a good attendance record
- Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
- Participates in appropriate professional organizations and their activities
- Maintains a calm attitude and sense of control at all times
- Maintains a high level of ethical behavior and confidentiality of information
- Possesses the ability to be flexible and adaptable to changing situations

**JOB GOAL**

- To help facilitate student achievement by working cooperatively with students, teachers, administrators and parents in making appropriate academic, personal/social and career decisions

**WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**

The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

- Occasional work that may extend beyond the normal workday
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children/adults
- Many situations that require hand motion, e.g., computer keyboard, typing, writing

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:  
 Revised:

POSITION NO. 3.40

- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Implements the ZCS Positive Behavior Intervention System Program (PBIS) in conjunction with Muskingum Behavioral Health
2. Coordinates and interprets test results and other data to parents, teachers, students, and administrators
3. Meets with students who are academically at risk and assists them in their efforts to achieve
4. Communicates the counselor role and goals to students, staff, parents and the community
5. Assists new families and students with the transition into our school and community
6. Assists students in finding solutions for personal problems related to academic, personal/social and career decisions through individual, small group and/or classroom guidance lessons
7. Consults with staff, administrators, parents and outside agencies as necessary
8. Provides assistance in the orientation of students transitioning from one year to the next
9. Collaborates with other school professionals to implement appropriate programs to address student needs
10. Participates in Building Leadership Team meetings
11. Provides teacher, parents, and administrators with feedback regarding the progress of students being counseled when appropriate
12. May serve as building coordinator for 504 plans, supervising the referral, evaluation, and review process and serving as a member of the 504 evaluation team
13. Assists in identifying students for special education programs and special services and attends special education meetings as requested/needed
14. Supervises and administers group and individual tests as directed by the school district and/or building principal
15. Assists in maintaining student records and information
16. Serves as a member of the intervention team
17. Works cooperatively with staff to identify and assist students who are experiencing difficulty in school by providing appropriate information to staff and parents; and participating in meetings regarding promotion, placement, or retention of students
18. Works with school personnel, students and parents to make appropriate academic placement
19. Provides parents with appropriate information regarding support programs, organizations, publications and other materials which will assist them in their role as parents
20. Performs other duties as defined by the building principal

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| TERMS OF EMPLOYMENT | 182 day contract/183 day contract first year |
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