



NOTICE OF VACANCY

Sheffield City Schools

SCHOOL GUIDANCE COUNSELOR, FTE-1.00, Elementary

- Category:** Certified / School Guidance Counselor
- Contract Period:** 10 month contract (202 days) 2022-2023 school year
- Qualifications:** Applicant should have at least three years experience as a classroom teacher. MUST hold a valid Alabama professional Educator certificate as School Counselor Grades P-12.
- Salary Schedule:** Salary will be paid based on the approved state minimum salary schedule – classroom teachers as approved by the Board
- Deadline:** Open until filled
- Other Information:** SEE ATTACHED JOB DESCRIPTION
- Posted:** July 18, 2022

This position IS posted with SearchSoft! ALL applications MUST be submitted through SearchSoft.

General Information for Applicants

1. Applications must be completed online with SearchSoft – (TEACH in ALABAMA) with ALSDE.
2. Applicants are subject to criminal and other background checks.
3. Depending on possible changes in enrollment, personnel transfers, or other factors, the position to be filled may be different from the indicated vacancy.
4. **Nondiscrimination Statement:** The Sheffield City School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies, Carlos Nelson, Deputy Superintendent or Julie Box, Special Education and 504 Coordinator, 300 West Sixth Street, Sheffield, AL 35660, 256-383-0400

DECLARACIÓN DE NO DISCRIMINACIÓN: El sistema escolar de la ciudad de Sheffield no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad, o edad en sus programas y actividades, y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. Las siguientes personas han sido designados para recibir consultas sobre las políticas de no discriminación: Educación Especial y Coordinador de 504, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400; Coordinador de Programas Federales, 300 W. Sixth Street Sheffield, AL 35660 256-383-0400.

Sheffield City Schools
Job Description –Counselor

POSITION TITLE: Counselor

QUALIFICATIONS: Master's degree, or its equivalent, representing intensive course work in the principles and practice of educational guidance; child growth and development theory; educational testing and measurement; counseling; the organization and administration of guidance services and educational psychology. A valid Alabama Professional Educators Certificate as a guidance counselor. At least three years of successful experience as a classroom teacher. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Principal and/Supervisor of Student Services, Guidance & Counseling

JOB GOAL: To offer the student counseling and comprehensive developmental guidance services in the areas of personal/social, educational/academic, and career vocational growth and development which will enable him/her to live successfully and become a contributing/responsible members of society.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Develops, implements, and evaluates an annual local school guidance and counseling plan in accordance with standards set forth by the state plan and commensurate with the local system plan.
2. Provides individual and group counseling and guidance in an effort to help students develop socially, emotionally, academically, and psychologically.
3. Assists with orientation programs for students, parents/guardians, and faculty.
4. Provides students with an opportunity to talk about their educational, vocational, and personal/social concerns.
5. Ensures confidentiality of counseling sessions, conferences, student's records, etc.
6. Consults with parents/guardians, teachers, and staff about the special needs of students and makes appropriate referrals.
7. Assists students in building self-esteem and developing decision-making, problem-solving, and positive human relations' skills.
8. Provides appropriate appraisal services to assist teachers, parents/guardians, and students.
9. Administers tests and utilizes test data and other available information to identify the interests, achievement, and aptitudes of all students for the purpose of assisting students in selecting appropriate curricula, activities and special programs; developing career plans; and providing educational, vocational, and personal/social needs.
10. Assists with appropriate class placement for students. Helps identify students in need of special services, placement, motivation, support, etc. Makes referrals to school resource personnel or community agencies.
11. Helps students develop better study habits, learn to use their time more effectively and develop other attitudes that help make learning easier. Assists students in selecting programs of study to enhance career planning.
12. Provides information and resource services for students, parents/guardians, and faculty.
13. Plans with teachers, principal, parents/guardians, and student's steps for modifying student behavior.
14. Utilizes community resources in addressing the needs of students.
15. Provides data concerning students' needs to determine curricula development.

16. Maintains a file of catalogues, school profiles, scholarship and financial aid information related to schools, colleges, and institutions offering post-secondary educational or vocational training; provides appropriate remediation.
17. Develops personal professional growth plan and demonstrates professional ethics and leadership. Exhibits positive human relations' skills. Serves as resource for and liaison between schools, community agencies, teachers, students and parents and takes an active part in interpreting the school's objectives to parents and the community at large.
18. Demonstrates proficiency in written and oral communication.
19. Complies with local, state, and federal policies, regulations, and laws affecting area of responsibility as well as the American School Counselor Association Code of Ethics.
20. Assumes responsibility to perform any work which is assigned by the Superintendent of Schools and/or his representative, including the immediate supervisor

TERMS OF EMPLOYMENT: Nine, ten, or twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of the job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.