Vacancy Notice
School Counselor
Ridge Road Primary School

Job title	*School Counselor*
Reports to	*Principal*
FLSA Status	*Exempt*

Classification: Certificated	**Term of Employment:** 10-month

Duties and responsibilities

The school counselor is a school-based member of the pupil personnel services staff. As a pupil personnel specialist, the counselor will work with children and parents. The counselor will also assist staff members as needed when working with children and parents

- General counseling within the school environment for students
- Assist students in making decisions concerning school courses and decision making for their future plans
- Individual student academic planning and goal setting
- Individual and small group counseling
- Short-term counseling to students
- Referrals for long-term support
- Collaboration with families/teachers/ administrators/community for student success
- Advocacy for students at individual education plan meetings and other student-focused meetings
- Data analysis to identify student issues, needs, and challenges
- Assist students in MOWR course selection
- Coordinate with staff, MOWR institutions to ensure students' schedules are in place to provide guidance
- Create the master school schedule
- Assist in providing appropriate information to students and parents concerning school schedules, career intent, and college selection
- Assist parents and staff in understanding the needs of students in order to ensure their general welfare
- Help plan career-oriented activities for students and parents
- Manage and operate all components of the Infinite Campus system
- Help students to complete required paperwork for college entrance
- Will be required to obtain and maintain a Georgia Professional Standards Commission's School Counseling Certification
- Complete all tasks assigned by the principal, assistant principal, or school administrator

Qualifications

Minimum:

- Bachelor's degree
- Must hold or be eligible for Georgia certification in School Counseling.

How to Apply

Internal candidates, please send cover letter and updated resume to Human Resources Department attention Masha White or email to mwhite@washington.k12.ga.us

External candidates may apply online at www.teachgeorgia.org or submit a Washington County Board of Education application for employment, resume, and three professional references to Masha White or email to mwhite@washington.k12.ga.us

Applications will be accepted until February 1, 2022

Washington County Board of Education is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, sex, religion, creed, national origin, age, or disability.