

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

Title: Middle School Counselor

Reports To: Principal

Job Goal: To support students in achieving academic success, coping with personal/social, challenges, and developing career goals and post secondary plans.

Qualifications:

1. Master's Degree in counseling or related field
2. Guidance Counseling Certification- (075) Maine Department of Education
3. Prior experience preferred

Performance Responsibilities:

1. Provide students with resources that support academic success, personal/social decision making, and post secondary career planning.
2. Be available to students and observant of their behaviors and demeanor in order to provide counseling that will enable each student to increase personal growth, self-understanding and maturity.
3. Meet with students individually and in groups, using various counseling methods to support students and school goals.
4. Confer with parents or guardians, teachers, counselors, specialists, and administrators in order to assist with/improve students' behavioral and academic issues.
5. Participate in Individual Education Plan Team meetings and 504 Accommodation Plan team meetings.
6. Serve as a liaison between the school and outside agencies such as DHHS and the court system.
7. Help to establish and build a positive school climate.
8. Keep current with developments in the field by reading current literature, participating in professional organizations, coursework and conferences.
9. Attend staff meetings, professional meetings, educational conferences, and teacher training workshops and serve on committees in order to maintain and improve professional competence and involvement.
10. Perform all other related duties as assigned by building administrator and consistent with the American School Counseling Association Model.

Terms of Employment:

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated annually by the Principal based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

Approved by: _____
Superintendent of Schools

Date: _____