

## **ELIZABETHTON CITY SCHOOLS**

### **POSITION ANNOUNCEMENT**

**May 7, 2008**

- Title:** Guidance Counselors; 10-1/2 month contract for the 2008-2009 school year
- Location:** Elizabethton High School
- Qualifications:** Valid Tennessee teacher's license with appropriate endorsement in guidance 086 or 487; preferably 3.0 or higher GPA; strong written, verbal, presentation, and interpersonal skills. Meet health and physical requirements. The applicant must be willing to be fingerprinted if not already on file.
- Job Goal:** The counselor's services include scheduling, registration, and withdrawal of students, educational problems, vocational guidance, physical and health problems, social and personal problems, conflict resolution, dress code, financial difficulties, scheduling of parent conferences, working with social agencies and organizations, keeping student records.

#### **ESSENTIAL FUNCTIONS:**

1. Registers students new to the school and orients them to school procedures
2. Assists with maintaining student records and protects their confidentiality
3. Helps students explore career interests and choices;
4. Works to discover and develop special abilities of students;
5. Assists in the arrangement of tutors and summer enrichment programs for students;
6. Interprets test scores;
7. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment;
8. Provides counseling to students who are referred as having problems in attendance, academics, discipline, and social adjustment;
9. Confers with parents whenever necessary;
10. Interprets the counseling program to the community;
11. Provides inservice training in counseling for teachers;
12. Schedules, coordinates, and administers state mandated tests;
13. Provides training for faculty and staff in proper test guidelines and test security;
14. Consults with administrators and faculty on the matters of student discipline;
15. Teaches units of Character Education to students;
16. Lectures, demonstrates, and uses audiovisual teaching aids to present subject matter in class;
17. Follows state and local course of study; follows rules and regulations of the state and policies of the local board, and follows school rules and policies as established by the principal;
18. Assists with required record keeping and reports;
19. Maintains order in classroom, school grounds and activities;
20. Gives full, willing, and helpful cooperation in carrying out all reasonable instructions or extra assignments which are given by the principal before, after, and during the school day;
21. Reports to the principal when one knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect;
22. Represents the school and community in a positive manner, maintaining cordial relationships with the home, parents, etc.;

23. Must be competent in the use of computer and student management software;
24. Be willing to involve self in extracurricular activities, i.e. coaching, clubs, dances, etc.;
25. Tracks student graduation requirements;
26. Makes students/parents aware of various available resources;
27. Assists student/parent with post secondary application, vocational/career and technical education applications, scholarship applications, as well as financial aid applications;
28. Provides extensive post secondary education and career planning services including but not limited to course selection for students throughout four year plan; and
29. Performs any other duties assigned by the principal.

Physical Demands: This job may require lifting of objects that exceed 25 lbs. or the weight of an average child, with frequent lifting and/or carrying of objects weighing up to 10 lbs. Other physical demands that may be required are as follows: pushing and/or pulling; climbing; stooping and/or kneeling; reaching; talking; hearing; seeing.

Temperament (Personal traits): Adaptability to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Adaptability to accepting responsibility for the direction, control, or planning of an activity. Adaptability to dealing with students. Adaptability to making generalizations, evaluation, or decisions based on sensory or judgmental criteria.

Working Conditions: Normal working environment.

Capacity and Ability Requirements: Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty: Intelligence – the ability to understand instructions and underlying principles; ability to reason and make judgments. Verbal – ability to understand meanings of words and the ideas associated with them. Numerical – ability to perform arithmetic operations quickly and accurately. Data Perception – ability to understand and interpret information presented in the form of graphs, charts, or tables.

General Requirements: The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties, and skills required of personnel so assigned.

Submit applications to: Elizabethton Board of Education, 804 South Watauga Avenue  
Elizabethton, Tennessee 37643-4207 (423) 547-8000  
Application Deadline: May 19, 8:00 a.m., or until position is filled  
Contact Person: Ed Pless, Principal (423) 547-8131

***Must have a current and completed application on file  
before phone inquiry.***