

**Announcement of Vacancy
Union County School District
for
the 2016-2017 School year**

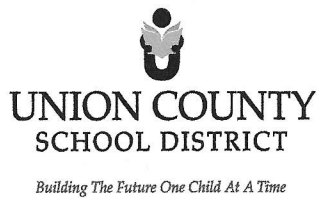
The Union County School District
is currently seeking qualified applicants
for the following position:

Guidance Counselor
Ingomar Attendance Center

Application available at
www.union.k12.ms.us

Contact Mark Grubbs, Principal
grubbsm@union.k12.ms.us
662-534-5463 (phone)
662-534-3624 (fax)

An Equal Opportunity Employer



JOB DESCRIPTION: GUIDANCE COUNSELOR

QUALIFICATIONS: Valid Mississippi Certificate in Counseling bearing appropriate endorsement; Ability to plan and execute instruction; Skills in managing personal and instructional time; Ability to work effectively with people

REPORTS TO: Principal

JOB GOAL: To counsel individuals and provide group educational and vocational guidance services

TERM OF EMPLOYMENT: 207 days

PERFORMANCE RESPONSIBILITIES:

- a. Counseling students regarding educational issues such as course and program selection, class scheduling, school adjustment, truancy, study habits, and career planning
- b. Counseling individuals to help them understand and overcome personal, social, or behavioral problems affecting their educational or vocational situations
- c. Maintaining accurate and complete student records as required by laws, district policies, and administrative regulations
- d. Conferring with parents or guardians, teachers, other counselors, and administrators to resolve students' behavioral, academic, and other problems
- e. Providing crisis intervention to students when difficult situations occur at schools
- f. Identifying cases involving domestic abuse or other family problems affecting students' development
- g. Meeting with parents and guardians to discuss their children's progress and to determine their priorities for their children and their resource needs
- h. Preparing students for later educational experiences by encouraging them to explore learning opportunities and to persevere with challenging tasks
- i. Encouraging students and/or parents to seek additional assistance from mental health professionals when necessary
- j. Observing and evaluating students' performance, behavior, social development, and physical health
- k. Enforcing all administration policies and rules governing students
- l. Meeting with other professionals to discuss individual students' needs and progress
- m. Providing students with information on such topics as college degree programs and admission requirements, financial aid opportunities, trade and technical schools, and apprenticeship programs
- n. Evaluating individuals' abilities, interests, and personality characteristics using tests, records, interviews, and professional sources
- o. Collaborating with teachers and administrators in the development, evaluation, and revision of school programs
- p. Teaching classes and presenting self-help or information sessions on subjects related to education and career planning
- q. Establishing and enforcing behavioral rules and procedures to maintain order among students
- r. Conducting follow-up interviews with counselees to determine if their needs have been met
- s. Attending professional meetings, educational conferences, and counselor training workshops, in order to maintain and improve professional competence
- t. Preparing reports on students and activities as required by administration

- u. Planning and conducting orientation programs and group conferences to promote the adjustment of individuals to new life experiences such as starting college
- v. Assessing needs for assistance such as rehabilitation, financial aid, or additional vocational training, and referring clients to the appropriate services
- w. Addressing faculty and staff members to explain available counseling services
- x. Attending staff meetings and serving on committees as required
- y. Compiling and studying occupational, educational, and economic information to assist counselees in determining and carrying out vocational and educational objectives
- z. Providing information for teachers and staff members involved in helping students or graduates identify and pursue employment opportunities
- aa. Reviewing transcripts to ensure that students meet graduation or college entrance requirements and writing letters of recommendation
- bb. Referring students to degree programs based on interests, aptitudes, or educational assessments
- cc. Providing special services topics to classes such as alcohol and drug prevention and conflict resolution
- dd. Observing children during classroom and play activities to gain additional information about them
- ee. Interviewing clients to obtain information about employment history, educational background, and career goals and to identify barriers to employment
- ff. Referring qualified counselees to employers or employment services for job placement
- gg. Performing administrative duties such as hall and cafeteria monitoring and bus loading and unloading
- hh. Providing information to businesses regarding human resource and employment issues
- ii. Setting up parent/teacher conferences when needed
- jj. Attending IEP meetings
- kk. Scheduling academic classes
- ll. Establishing teacher/student tutoring times
- mm. Administering enrollment and withdrawal of students
- nn. Serving as school testing coordinator; uphold school and district test security plans
- oo. Serving as SAM and MSIS administrator at school level
- pp. Other duties as assigned by Superintendent

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the person in this position.

My signature below signifies that I have reviewed the contents of my Job Description and that I am aware of the requirements of my position.

Signature

Date

Printed Name

UNION COUNTY SCHOOL DISTRICT
P.O. BOX 939
NEW ALBANY, MS 38652
662-534-1960
KEN BASIL, SUPERINTENDENT

OFFICIAL APPLICATION

Date: _____

NAME: _____
 (First) **(MI)** **(Last)** **(Maiden)**

PRESENT ADDRESS: _____ / _____ / _____
 City State Zip

PREVIOUS ADDRESS: _____ / _____ / _____
 City State Zip

TELEPHONE: _____

PERMANENT ADDRESS: _____

CITY, STATE, ZIP: _____

(Effective July 1, 2000 in compliance with State Law, Senate Bill 2658, the following question must be answered).

HAVE YOU EVER BEEN CONVICTED, ENTERED A GUILTY PLEA OR NOLO CONTEDERE PLEA TO A FELONY CHARGE:
 _____ YES _____ NO

POSITION APPLYING FOR: _____

ELEMENTARY: _____ **SECONDARY:** _____
 (Grade Level) (Subject Area)

OTHER: _____
 (Administrator, Counselor, Librarian, Special Education, etc.)

CLASS OF LICENSE: ____A ____AA ____AAA ____AAAA

AREAS OF ENDORSEMENT: _____

EXPIRATION DATE: _____

The Union County School District is an equal opportunity employer, and government policy requires that consideration be given to all applicants without regard to race, color, military status, religion, sex, national origin, age, a legally defined disability to a qualified applicant or other status as protected by law. This employer participates in E-Verify. (Federal Law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States)

EDUCATIONAL BACKGROUND:

School/Location	Dates	Diploma/Degree	Major	Minor

EXPERIENCE:

School District	Dates	No. Years Employed	Area of Assignment

REFERENCES: (Include current Principal and/or Superintendent)

Name/Title	Address	Telephone

PERSONAL DATA:

Date of Birth: _____ **Social Security Number:** _____

Please complete these items listed below only if you are applying for a secondary teaching position:

Check any of the following you are willing to sponsor or direct:

Clubs _____ **Productions** _____ **Student Council** _____ **Newspaper** _____

Yearbook _____ **Other** _____ **(Please Specify)** _____

Check any of the following you are willing to coach:

Baseball _____ **Basketball** _____ **Softball** _____ **Cheerleaders** _____

PHILOSOPHY OF EDUCATION:

In your own handwriting explain briefly your philosophy of education.

The information given on this application is true and correct to the best of my knowledge and belief. I understand that ANY false information may invalidate the applicant's employment contract and provide grounds for immediate dismissal.

Signature

Date

Please attach a copy of your certificate and the NTE or Praxis scores with this application. If employment is offered candidate must submit a copy of an official transcript from the university awarding the degree and verification of employment from previous school district.