



## Job Description

<b>Title:</b> Long Term Interim Guidance Counselor	<b>Department:</b> Middle Learning
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<b>Reports to:</b> Middle Learning Principal	<b>Work Schedule:</b> Monday - Friday 7:30 am – 3:30 pm	<b>Positions Supervised:</b> N/A
<b>Job Status:</b> Full time	<b>FLSA Status:</b> Exempt	<b>Date Revised:</b> 11.19.2020

### **POSITION SUMMARY:**

In consultation with colleagues in the Counseling department and other members of the Middle Level team of teachers, Middle Learning Interim Counselor is responsible for providing support services for students, parents, and teachers, collaborating with the principal, and supporting classes when necessary.

### **PRINCIPAL RESPONSIBILITIES**

- Teach an elective class and act as an advisor to 7<sup>th</sup> grade students.
- Assign related coursework and track student performance; evaluate programs and student progress (conferences, written evaluation, and written daily correspondence).
- Demonstrate an attitude of flexibility.
- Provide direct support for individual students, groups, or classrooms.
- Collaborate with colleagues and seek feedback in the spirit of continuous improvement.
- Reflect on instructional practices to meet individual professional development goals.
- Create adult and student education opportunities in the counseling field.
- Actively participate in professional development, grade level, and department meetings.
- Manage the class and ensure engagement and discipline.
- Communicate with parents or other interested parties.
- Complete assessments, referrals, and counseling with students and families.
- Support and help organize ERB & MAP testing

### **Education:**

BA and MA required

### **Competencies:**

- Ability to work with a wide range of abilities.
- Demonstrates a comfort with technology.
- Ability to maintain confidentiality.
- Excellent oral and written communication and presentational skills.
- Demonstrated capability to interface and maintain effective relationships with parents, administration and staff.

### **Experience:**

- Solid experience with Middle Learning students
- Worked with a wide range of skill levels
- Integrated technology into their programs and/or have experience
- Demonstrated creativity and energy in their classes