



JOB DESCRIPTION
Counselor (Virtual Programs)

DIVISION: Office of Performance & Information Technology (PIT)	GRADE: Instructional Support
DEPARTMENT: Instructional Technology	WORK DAYS: 211
REPORTS TO: Director (Virtual Programs)	FLSA STATUS: Exempt
CLASSIFICATION: Certified	DATE: 5/1/2021

Our Mission: Through a caring culture of equity, trust, and collaboration, every student will graduate ready for college, career, and life.

Our Vision: A high-performing school district where students love to learn, educators inspire, families engage, and the community trusts the system.

Our Guiding Principles: **Equity** in our approach to decision making, **Ethics** to demonstrate our integrity, **Engagement** with our school community, and **Excellence** in everything we do.

POSITION SUMMARY

The Counselor provides counseling services to students, teachers, parents, and others regarding personal, academic, and career issues in-person and/or in a virtual environment. Ensures guidance and counseling programs are implemented and educate and aide the students and community effectively.

MINIMUM REQUIREMENTS

EDUCATION:

- Master's degree required.

CERTIFICATION/LICENSE:

- Must hold or be eligible for certification by the GAPSC in Social Counseling.

WORK EXPERIENCE:

- 2 years of related Counselor work experience required.
- School setting preferred.
- Online experience is preferred

KNOWLEDGE, SKILLS & ABILITIES

- Excellent listening and communication skills.
- Demonstrated ability to work well with students, staff, and parents in a professional manner
- Ability to be flexible and adapt as needed between in-person and virtual environments
- Knowledge of school safety & security procedures
- Excellent writing and communication skills
- Ability to work under pressure and meet deadlines



- Ability to analyze and use independent judgment

ESSENTIAL DUTIES

- Provides counseling to individuals and groups in-person and/or in a virtual environment by listening, identifying problems, and discussing solutions.
- Provides advice on course selection, personal issues, post-secondary selections, and career needs.
- Develops various community programs, including drug-free school programs and career activities.
- Administers and/or supports state, local, and virtual standardized testing processes, policies, and student placement.
- Consults with staff and parents about problems, concerns, and any other issues involving students.
- Coordinates with school staff to develop plans for evaluating and improving schools.
- Conducts classroom guidance activities and evaluates the effectiveness of the programs.
- Works together on strategic initiatives to address areas of need in the school that they identify with the administration.
- Participates in professional development and collegial support to build leadership skills.
- Acts as a skillful participant in all aspects of the school by actively participating in all meetings; advancing the school goals; modeling core norms and definitions of excellence; stepping up when leadership is needed; and mobilizing others to lead.
- Reflects on successes and areas of growth, seeks to improve performance, and responds to feedback.
- Required to have prompt, regular attendance in-person or virtually and be available to work on-site, in-person during regular business hours and as needed.
- Performs other duties as assigned by an appropriate administrator or their representative.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities, working conditions and other conditions of employment listed in this document are representative of, but are not intended to provide an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, or local or school district authorities, the requirements of this position may change temporarily or for the school year to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods.

Hearing: Ability to tolerate exposure to noisy conditions.

Speech: Ability to be understood in face-to-face communications, to speak with a level of proficiency and volume to be understood over a telephone or computer.

Upper Body Mobility: Ability to use hands to grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.

Strength: Ability to lift, push, pull and/or carry objects which weigh as much as 5 or more pounds on a frequent basis. Incumbent may be required to physically restrain parties involved in a conflict.

Environmental Requirements: Ability to encounter constant work interruptions; work cooperatively with others; work independently; work indoors.

Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgement and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks



in order of importance; copy, compare, compile and coordinate information and records. Understand how to manage stress.

Remote Work Requirements:

Additional Work Conditions & Physical Abilities: Ability to be flexible and adapt as needed between various in-person working environments.

The Atlanta Public School System does not discriminate on the basis of race, color, religion, sex, citizenship, ethnic or national origin, age, disability, medical status, military status, veteran status, marital status, sexual orientation, gender identity or expression, genetic information, ancestry, or any legally protected status in any of its employment practices, educational programs, services or activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities and requirements of the position. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. Management and administration reserves the right to modify, add, or remove duties and assign other duties as necessary.