

Category 1710  
Exc. Qual. Std. 05B  
Approved April 22, 1997  
Authorization P.L. 95-561

## SCHOOL COUNSELOR

### CATEGORICAL PAY LEVEL:

Minimum Pay Level – 21  
Maximum Pay Level – 24

### DESCRIPTION OF WORK:

The counselor will be responsible for providing professional counseling services to students. He/she will advise and assist students in improving grades and performance and in solving adjustment and personal problems. The counselor will provide test and measurement services to the school, will be a resource person for teachers and other school staff and will work with parents as needed. Counseling records will be maintained on students and will be protected according to the Right to Privacy Act. The counselor will be required to work with individuals and small groups of students in carrying out duties.

In some locations, a school counselor maybe designated a head counselor or supervisory counselor. If the incumbent provides only leadership and guidance related to the counseling program, he/she will receive an automatic 3% staffing differential. If the incumbent exercises full supervisory authority over three or more counselors, he/she receives an automatic 7% staffing differential.

### LEVEL OF RESPONSIBILITY:

The counselor is the professional educator responsible for an academic, social and/or personal counseling program at a school or dormitory.

### BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Placement in the appropriate pay level is based exclusively on education level as follows:

Pay Level:	21	22	23	24
Education	MA	M+15	M+30	Earned Doctorate

Applicant will have successfully completed a full course of study in an accredited college or university leading to a Masters degree in guidance & counseling or counseling psychology or closely related field. Applicants must qualify for state certification in the state where they will be employed. Emergency and provisional certifications may be accepted under the conditions imposed by the state certification authority.

A valid state driver's license is usually required and if required, must be maintained; failure to do so may result in dismissal from government service.

### PHYSICAL REQUIREMENTS:

Good distance vision in one eye and ability to read without straining printed material the size of typewritten characters are required, glasses are permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must possess emotional and mental stability.