

Re-posted

PRESTON COUNTY SCHOOLS
731 Preston Drive, Kingwood, West Virginia 26537
NOTICE OF VACANCY
2009-2010 Summer Counselor

Posting Date:	June 18, 2010	Closing Date:	June 25, 2010
Title:	Counselor (summer)	Location:	Rowlesburg/Fellowsville
Salary:	Based on Degree/Experience	Employment Term:	Upon approval to July 30, 2010 28 days
Supervisor:	Principal Assigned	Certification:	School Counselor PK-AD

Application process: Submit a letter of interest, bid sheet and a resume to the personnel office.

To work collaboratively with Teachers and Families to help students achieve academically.

Responsibilities:

1. Plans, prepares and implements a summer program;
2. Delivers services to students or others to assist students in achieving competencies outlined in Policy 2315 which address academic and personal/social development systematically through classroom and group activities.
3. Gathers and interprets data that is pertinent to the programs;
4. Demonstrates competency in the knowledge and implementation of technology standards.

Qualifications:

1. Appropriate certification for the position subject(s) and grade level(s) as required in West Virginia Policy 5202;
2. Be able to carry out the responsibilities of the position;
3. Clearance of any criminal convictions as listed in House Bill 146.

Performance Characteristics:

1. Planning, Preparation and Implementation: Engage in activities that prepare for implementation of new programs or facilitates change in existing programs and their implementation.
 - A. Identifies needs in the program;
 - B. Develops action plans based on identified needs;
 - C. Evaluates ongoing programs/plans;
 - D. Revises programs based on assessment;
 - E. Implements ongoing program activities and revises activities as needed;
 - F. Advises school personnel regarding available resources.
2. Administration/Management: Organizes, directs and coordinates programs;
 - A. Establishes and communicates practices and procedures to students parents, community and staff;
 - B. Works to integrate program into total school curriculum;
 - C. Prepare thorough and accurate reports in a timely manner;
 - D. Make recommendations to modify the school program to meet the individual student needs.
3. Assessment/Evaluation: Gathers and interprets data from individuals, groups or programs to evaluate needs and programs.
 - a. Explain nature and purpose of assessment in an understandable manner;
 - b. Demonstrates knowledge of theories, techniques and instruments used for assessment;
 - c. Follows confidentiality procedures;
 - d. Makes provisions for the attainment and evaluation of program goals;
 - e. Communicates effectively with school personnel, students, parents and the community.
4. Intervention: Delivers services to students and others to improve skills/functional disabilities or inform recipients of services.
 - a. Provides activities to foster the development of the whole child/student;
 - b. Demonstrates positive interpersonal relationships with students, educational staff, parents and