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PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD WV 26537
304-329-0580 FAX: 304-329-0720
NOTICE OF VACANCY
2010-2011 SCHOOL YEAR

Posting Date:	August 17, 2010	Closing Date:	August 23, 2010
Title:	Counselor	Location:	County Itinerant
Supervisor:	Special Education Director	Budget Source:	Special Education Funds
Certification:	National Certified Counselor	Employment Term:	2010-2011 School year

Application Process: Submit a letter of interest, a bid sheet ,copy of certificate, and a resume to the Personnel Office, either by mail, e-mail or fax, (304)329-0720 by 4:00 p.m. eastern time on the closing date.

MINIMUM QUALIFICATIONS;

1. Masters degree in Social/Human Services or Mental Health Counseling;
2. Appropriate certification for position as required for counseling by WV code, and NBCC certification;
3. Experience with school age children is preferred;
4. Ability to successfully work with parents, staff, and students;
5. Ability to successfully carry out the responsibilities of the position;
6. Meet professional responsibilities;
7. Clearance of any criminal convictions as listed in House Bill 146.

PERFORMANCE STANDARDS/INDICATORS:

1. LEADERSHIP
 - A. Display knowledge of area of responsibility;
 - B. Keep informed of recent developments in field;
 - C. Use good judgment;
 - D. Establish and follow schedule;
 - E. Share results with teachers from individual evaluation instruments;
 - F. Consult with teachers on student management ideas.
2. WORK TOWARD SCHOOL SYSTEM IMPROVEMENT
 - A. Meet counseling needs of students by keeping program current with needs of system and community (i.e. bullying prevention, inclusive school environment);
 - B. Assist teachers in the use of results of individual evaluations, related materials and appropriate methods.
3. PROMOTE GOOD EMPLOYEE AND PUBLIC RELATIONS
 - A. Cooperate with staff and public;
 - B. Be accessible;
 - C. Treat parents, staff, public and students courteously;

- D. Work with parents in developing and understanding of students emotional and behavioral needs.
4. DISPLAY PROFESSIONAL WORK HABITS
 - A. Maintain confidentiality;
 - B. Display a positive attitude;
 - C. Display respect for opinions of others;=20
 - D. Regular attendance (as scheduled);
 - E. Punctual;
 - F. Dress appropriately.
 5. PROFESSIONAL DEVELOPMENT
 - A. Promote staff development in areas related to Psychology/Counseling;
 - B. Read professional journals;
 - C. Attend professional meetings.
 6. PROFESSIONAL EVALUATION
 - A. Constantly evaluate and update psychological/counseling program;
 - B. Offer suggestions to special education director on program improvement;
 - C. Offer suggestions to teachers on methods to use in working with students;
 - D. Administer test and interpret results.
 7. PERFORM DUTIES ASSIGNED
 - A. Prepare and submit reports as required;
 - B. Support Placement Advisory Committee;
 - C. Counsel students;
 - D. Serve as a liaison to other professionals;
 - E. Consult with and assist other Psychologists;=20
 - F. Maintain files in central office;
 - G. Evaluate assessment data on students transferring into county;
 - H. Requisition materials and supplies;
 - I. Monitor procedural safeguards to assure compliance;
 - J. Serve as liaison to mental/behavioral health professionals beyond = school setting;
 - K. Assess risk potential on individual students.
 8. OTHER DUTIES AS ASSIGNED

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment of in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 300 Preston Drive, Kingwood, West Virginia 26537 (304)329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.

