

## Job Announcement

# Mississippi School for the Blind

[HTTPS://MSDBK12.ORG/NOW-HIRING/](https://msdbk12.org/now-hiring/)



**Position Type:** *Student Support Services*

**Job Title:** *School Counselor*

**Date Posted:** *05/29/2024*

**Location:** *Mississippi School for the Blind/Jackson, MS*

**Date Available:** *Immediately*

**Closing Date:** *Until Filled*

**Reports To:** *MSB Principal*

**PURPOSE:**

Evaluate student abilities, interests, and talents to develop academic and career goals. Conduct interviews and administer aptitude and interest tests. Advise students on college majors, admission requirements, financial aid, and technical school options. Assist students with social and emotional barriers which may impede academic progress and personal growth. Maintain student records as required by state and federal law, district guidelines, and administrative regulations.

**MINIMUM QUALIFICATIONS:**

Valid Mississippi Department of Education Certification: 436 - School Counselor (K-12)/Guidance Counselor (K-12) endorsement; a minimum of one (1) year of experience in an academic setting

**PREFERRED QUALIFICATIONS:**

218 VI Endorsement

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Program Development and Evaluation*

- Develop goals, objectives, and activities that are aligned with Senate Bill 2423.
- Organize a guidance committee that functions in an advisory capacity.
- Develop a guidance calendar.
- Secure and make available to students' information and material on further educational opportunities, personal growth and development, and occupational/vocational opportunities and trends.
- Develop procedures for program evaluations.

*Counseling and Consultation*

- Provide counseling to students as referred by administrators, teachers, parents/guardians, and other professional staff.
- Consult with families, teachers, administrators, and others regarding services and programs available to/for students.
- Accrue a list of contact personnel in agencies, programs, and external services for collaboration and referral.
- Adhere to all guidelines set forth by Senate Bill 2423.

*Student Appraisal*

- Assist with disseminating assessment results to all stakeholders.
- Participate in IEP meetings as required or deemed appropriate.
- Participate in parent conferences as required or deemed appropriate.

*Academic Advisement*

- Assist with registering and orienting new students in accordance with District Policy and MSIS requirements.
- Consult with administrators in the planning of course offerings that meet the needs and interests of students.
- Assist with withdrawing students according to District Policy and MSIS requirements.
- Provide students with information on district policies regarding counseling services, student activities, and testing programs.
- Develop practice and policy alternatives for the implementation of dropout prevention strategies.
- Provide students with information on school district policies regarding counseling services, student activities, competency and grade-level testing, graduation, and college admission requirements.
- Provide students with materials and information regarding career and post-high school educational opportunities; assist with college application, scholarships, and employment applications including writing letters of recommendation.

- Consult with administrators and teachers in the planning of course offerings that meet the needs and interests of students.

*Referrals and Follow-up*

- Receive and act upon referrals from administrators, teachers, families, agencies, and other professional staff.
- Assist families in effective use of community and school resources.

*Professional Responsibilities and Development*

- Organize office for effective use and prepare/submit reports, records, lists, and other paperwork accurately and timely.
- Keep informed of developments within the profession by attending workshops and conferences as requested by administration and the State Department of Education.
- Participate in approved staff development sessions related to guidance/counseling.
- Maintain confidentiality and privacy of all school records.
- Adhere to district policies and procedures and administrative directives.
- Adhere to the Mississippi Code of Ethics.
- Perform such other tasks and assume such other responsibilities as may be assigned by the supervisor or superintendent.
- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned days, and using sick and personal leave appropriately.

**PLEASE SUBMIT RESUME AND THREE (3) REFERENCES TO [HR@MSDBK12.ORG](mailto:HR@MSDBK12.ORG) TO APPLY, OR VISIT [WWW.MSDBK12.ORG](http://WWW.MSDBK12.ORG) FOR MORE INFORMATION.**