



WEST TENNESSEE SCHOOL FOR THE DEAF

**100 BERRYHILL DRIVE
JACKSON, TENNESSEE 38301**

Telephone (731) 423-5705 (Voice & TTY)

Fax (731) 423-6470

Web Site: <http://www.wtsd.tn.org/>

POSITION ANNOUNCEMENT GUIDANCE COUNSELOR

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

The role of the Guidance Counselor is mainly therapeutic, assisting students when problems arise in the various phases of their development and adjustment: mental, physical, social, and emotional. The students may and are encouraged to come in on a voluntary basis; otherwise, they are referred from a member of the instructional staff. Individual or group counseling sessions are then begun to assist students in coping with ensuing problems and crises. The Guidance Counselor develops a facilitative relationship with families of the students.

The Guidance Counselor will provide weekly grade level sessions to students to address age appropriate topics.

Observation and consultation are regular responsibilities of the counselor, who also provides professional development to staff. Complete and confidential records are kept on each student containing incidences, sessions, approaches taken, results, etc.

An additional responsibility of the Guidance Counselor is the role of Primary Testing Coordinator. The Guidance Counselor shall work collaboratively with the Assistant Principal to coordinate the administration and logistics of the various State and District wide testing programs. He/She shall organize and supervise the performance of tasks related to test administration, materials processing, test data entry activities, and handle inquiries regarding these test administrations.

In addition, background checks will be conducted through the Tennessee Registry of Sexual Offenders, Tennessee Registry of Abusers, and the Tennessee Child Protective Service Background Check. Applicants must become proficient in sign language at a level commensurate to the duties of the position.

QUALIFICATIONS:

Master's Degree

Tennessee Certification in guidance, school psychology, school social work or MSW.

SALARY: \$3,633 - \$6,444/month depending on degree and experience (10 month position)
State makes available to the employee: insurance, retirement (401K availability), sick leave.

All applicants should request application forms from Kristi Lindsey, Principal, West Tennessee School for the Deaf, 100 Berryhill Dr., Jackson, TN 38301

The West Tennessee School for the Deaf does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran status in provision of educational opportunities or employment opportunities and benefits.