



HOMEWOOD CITY SCHOOLS
Office of the Superintendent

450 Dale Avenue Homewood, AL
35209
Phone: 205-870-4203 Fax: 205-877-
4544
www.homewood.k12.al.us

Please Post

POSITION ANNOUNCEMENT
March 20, 2025

The Homewood City Board of Education is accepting applications for the 2025-2026 school year in the following area:

Counselor – Elementary (9 month)

Applicants should be **properly certified** for the position. Salary will be based on experience and qualifications. (Certified, 9 month)

Applications may be [submitted here](#).

Internal applicants should only submit an email of interest and a current resume to Dr. John Lowry.

It is the policy of the Board that no person in this district shall, on the basis of race, sex, religion, belief, national origin, age, disability, ethnicity, sexual orientation, gender identity, and/or any personal characteristic(s), or an affiliation with the Boy Scouts of America, be denied the benefits of, or be subject to discrimination in any education program or activity. This includes employment, retention, and promotion.

HOMEWOOD CITY SCHOOLS

Role Description

POSITION TITLE: Counselor (9 month)

JOB GOAL: To help students develop those skills in the areas of personal/social growth, educational planning, and career vocational development which will contribute to their growth as mature and responsible members of society.

REPORTS TO: Principal and/or designated supervisor.

SUPERVISES: Paraprofessionals, volunteers, and clerical assistants.

PERFORMANCE RESPONSIBILITIES:

- Develops, implements, and evaluates an annual local school guidance and counseling plan in accordance with standards set forth by the State Plan and commensurate with the local system plan.
- Provides individual and group counseling and guidance.
- Provides orientation for new students, parents/guardians, and faculty.
- Consults with parents/guardians, teachers, and staff about the special needs of students and makes appropriate referrals.
- Provides appropriate appraisal services to assist teachers, parents/ guardians, and students.
- Administers tests and analyzes and interprets test results to provide information about educational, vocational, and personal/social needs.
- Assists with placement and follow-up services for students.
- Assists students in selecting programs of study to enhance career planning.
- Provides information and resource services for students, parents/ guardians, and faculty.
- Assists students in building self-esteem and developing decision making, problem-solving, and positive human relations skills.
- Plans with teachers, principal, parents/guardians, and students for steps for modifying student behavior.
- Utilizes community resources in addressing the needs of students.
- Provides data concerning students' needs to determine curricula development.
- Maintains comprehensive records and reports.
- Develops personal professional growth plan and demonstrates professional ethics and leadership.
- Exhibits positive human relations skills.
- Demonstrates proficiency in written and oral communication.
- Complies with local, state, and federal policies, regulations, and laws affecting area of responsibility as well as the American School Counselor Association Code of Ethics.