



HOMEWOOD CITY SCHOOLS
Office of the Superintendent

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Please Post

POSITION ANNOUNCEMENT
March 12, 2025

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

Counselor – High School (10 month)

Applicants should be **properly certified** for the position. Salary will be based on experience and qualifications. (Certified, 10 month)

Applications may be [submitted here](#).

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

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Role Description

POSITION TITLE: Counselor (10 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 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.