

Education Counselor Job Description

Duties and Responsibilities:

- Organize counseling programs that inculcates the student(s) in question
- Mediate in the case of misunderstandings between students and teachers
- Listen to students' problems at all times, especially when it has to do with their academic, social, or emotional lives, and suggest solutions where necessary
- Refer students to social welfare homes or to a psychiatric/mental counselor, especially in extreme cases
- Review both current and past reports about the student(s), in a bid to check their progress levels and also make further recommendations if need be
- Make sure that students' parents or guardians are actively involved in the development and administration of intervention procedures when the need arises
- Serve as a guide for students when applying for scholarship and other forms of academic funding
- Attend staff meetings so as to be kept in the know on issues that have to do with students' academic performance and life.

Education Counselor Requirements – Skills, Knowledge, and Abilities

- Excellent communication skill (especially listening skills) is highly required for an education counselor to have to be good on the job
- Patience should be a virtue worn at all times by individuals who work as education counselors
- Ability to discern body language of students is also important
- Ability to be proactive and not reactive at all times is of great importance

- Interpersonal (mediation) skills is needed for education counselor to be able to solve problems that may arise between parents and teachers, or even between teachers and students as the case may be
- He/she must be easily approachable by teachers, students, and parents. That is to say that the counselor should be friendly and accommodating
- 2-5 years of working in a similar role or capacity
- A first degree in Counseling; a Master's degree will be a welcome addition.