

**Job Title:** Guidance Counselor

**Qualifications:**

1. Current Counselor certificate.
2. Masters degree required.
3. Three years minimum teaching experience required.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Principal

**Job Goal:** To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans.

**Performance Responsibilities:**

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes.
3. Assists students in evaluation their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans.
4. Works to discover and develop special abilities of students.
5. Works to resolve students' educational handicaps.
6. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
7. Works to prevent students from dropping out of school.
8. Helps students evaluate career interests and choices.
9. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
10. Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health and emotional adjustment.
11. Plans guidance field trips to schools, colleges, and industry for interested students.

### **Guidance Counselor (cont'd)**

12. Guides students in their participation in school and community activities.
13. Maintains student records and protects their confidentiality.
14. Supervises the preparation and processing of college, scholarship, and employment applications.
15. Makes recommendations to colleges for admissions and scholarships.
16. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
17. Confers with parents whenever necessary.
18. Assists in the orientation of new faculty members.
19. Provides inservice training in guidance for teachers and student teachers.
20. Acts as the testing coordinator for the school.
21. Works closely with Special Education personnel.
22. Performs such duties as the Superintendent/Principal feel are needed in order to make the total school program operate effectively.
23. Be regular and punctual in attendance.
24. Maintain confidentiality of any school system related information.
25. Maintain proper and professional relationship with other employees.
26. Perform duties in a manner that promotes good public relations.
27. Be familiar with and follow Board of Education policies.

**Terms of Employment:** Nine and one-half month school year; salary to be determined by current salary schedule.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Adopted; January 16, 1996