

TITLE: GUIDANCE COUNSELOR

Definition: A professional staff member who assists students in their personal development to support the learning process. At the high school level, counselors also assist students in college and career planning.

QUALIFICATIONS:

1. At least three years of successful teaching experience.
2. A valid license as a guidance counselor.
3. A Master's degree, or its equivalent, representing intensive coursework in the principles and practices of educational guidance, educational testing and measurement, counseling, the organization and administration of guidance services, and the psychology of learning.
4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

REPORTS TO: The Building Principal

JOB GOAL:

1. To help students overcome problems that impede learning and assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.
2. To help provide positive school climate and a safe learning environment.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/Punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity. [K-12]
2. Works with students on an individual basis in the solution of personal problems related to such issues as home and family relations, health, and emotional adjustments. [K-12]
3. Confers with parents whenever necessary. [K-12]
4. Advises administrators and faculty on the matters of student discipline. [K-12]
5. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in developing education and occupation plans in terms of such evaluation. [K-12]
6. Works to discover and develop special abilities of students. [K-12]
7. Works to resolve students' educational handicaps. [K-12]
8. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning. [K-12]
9. Aids students in course and subject selection. [6-12]
10. Works to prevent students from dropping out of school. [K-12]
11. Guides students in their participation in school and community activities. [K-12]
12. Helps students evaluate career interests and choices. [K-12]
13. Arranges for students' attendance at career day activities. [K-12]

14. Plans guidance field trips to schools, colleges, and industry for interested students. [6-12]
15. Obtains and disseminates occupational information to students and to classes studying occupations. [K-12]
16. Maintains student records and protects their confidentiality. [K-12]
17. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records. [9-12]
18. Supervises the preparation and processing of college, scholarship, and employment applications. [9-12]
19. Makes recommendations to colleges for admissions and scholarships. [9-12]
20. Takes an active role in interpreting the school's objectives to students, parents, and the community at large. [K-12]
21. Interprets the guidance program to the community. [K-12]
22. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled. [K-12]
23. Assists in the orientation of new faculty members. [K-12]
24. Assists in arranging for tutors and/or summer school opportunities. [K-12]
25. Coordinates testing activities. [6-12]
26. Provides continuous assistance and guidance for the Extended Day program, and schedules students into Extended Day. [9-12]
27. Evaluates transcripts and credits earned to determine class ranking and graduation. [9-12]
28. Maintains records for Academic Letter Awards. [9-12]
29. Develops the Academic Awards Night held annually the Monday before graduation. [9-12]
30. Develops the mater class schedule each year and schedules students for the upcoming school year. [6-12]
31. Maintains the permanent records related to individuals in the alternative language program. Stays knowledgeable and current concerning identification and placement of students in the alternative language program.
32. Accomplishes other duties as assigned. [K-12]

TERMS OF EMPLOYMENT

Elementary	-	Teacher contract
Middle School		Teacher contract plus ten days
High School	-	Teacher contract, plus fifteen days

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy and procedure for evaluation of professional personnel.

ADOPTED: April 17, 1984
 REVISED: April 4, 1995
 February 6, 1996
 STAFF HANDBOOK: August 2002