



Date/Time

Job Title:	Guidance Counselor	Job Category:	Certified
Department/Group	School	Term of Contract:	10 months (202 days)
Location:	School	Travel Required:	Yes
Level/Salary Range:		Position Type:	Full Time
Reports to:	Principal		

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

Responsibilities

- Defines and interprets the guidance and counseling program to students, teachers, parents, administration and community members
- Provides individual and group counseling opportunities that lead each student to increased personal growth, self-understanding and maturity.
- Remains readily available to provide counseling for students on an individual basis in the solution of personal problems related to home and family, health and emotional adjustments.
- Coordinates the procedure for security and maintenance of students' educational records and other school related information.
- Assists students in course/selection, developing a four-year plan and provide a system for documenting and reviewing the plan annually.
- Assists students in the evaluation of their aptitudes and abilities through the interpretation of individual test scores and other pertinent data to help students evaluate educational, career interests and occupational choices.



- Coordinates the registration of new students and provides orientation to school procedures and the school's various learning opportunities.
- Assists the Special Education Department in the placement of individual students with special needs in the appropriate educational environment.
- Maintains a file of catalogs, school profiles and scholarship/financial information related to schools, colleges and institutions offering post-secondary educational career technical opportunities.
- Supervises and makes recommendations to post-secondary institutions for admissions and scholarships and informs students of the impact of extra-curricular activities and community service on selection of scholarship recipients.
- Plans student visits to post-secondary institutions and industry.
- Provides student information to post-secondary institutions and potential employers in accordance to provisions of the Board's policy for release of student records.
- Coordinates the process for collecting student grades, attendance, and other educational data to help prevent student dropouts.
- Coordinates the school's testing program and provides informative reports and materials for principals, teachers, students and parents concerning the results of the school's testing program.
- Assists in the orientation of new faculty members.
- Confers with parents whenever necessary.
- Performs duties in manner that promotes good public relations.
- Be familiar with and follow Board of Education policies.
- Execute all other tasks and responsibilities as assigned by the Superintendent/Principal that allow the total school program to operate effectively.



Qualifications/Education/Certification

- Three years minimum teaching experience preferred.
- Masters degree in School Guidance and Counseling
- Current Certification in School Guidance and Counseling
- Such alternative to the above qualifications as the Board may find appropriate and acceptable.

Working Environment

An appropriate workspace will be provided to conduct conferences, individual/group counseling sessions and guidance activities. Proper storage and digital access will be provided for performance responsibilities and for students' confidential records. The usual and customary methods of performing the job's functions require the following physical demands: some lifting and carrying.