

QUALIFICATIONS:	Hold a Bachelor's Degree and required Kentucky certification for assigned position.
EXPERIENCE REQUIREMENT:	Has obtained or held a counselor degree or certificate at some point in their career background.
REPORTS TO:	Principal
SUPERVISES:	May coordinate and direct activities of clerical assistants.
JOB GOAL:	To advise and assist all students to develop skills in the areas of personal social growth, educational planning, and career vocational development.

DUTIES AND RESPONSIBILITIES:

I. Demonstrated Competence in the Knowledge and Application of Legal and Ethical Counseling Standards:

The school advisor demonstrates competence in the knowledge of legal and ethical Counseling standards (American Association for Counseling and Development), and consistently applies these standards throughout the delivery of services.

II. Assists Principal in planning the School Guidance Program:

The school advisor assists in developing the local school guidance plan and develops activities and resources to implement and evaluate the guidance program. The school advisor involves other school staff in guidance related decision making processes.

III. Provides Individual Counseling:

The school advisor provides individual counseling to help meet the developmental, preventive and remedial needs of students.

IV. Provides Group Advising and Guidance:

The school advisor provides leadership in the development and implementation of a group counseling program and a group guidance program.

School Advisor cont'd

V. Assists in Providing Appropriate Educational, Career, and Vocational Placement, Referral and Follow-up:

The school advisor assists students to make successful education and vocational choices. The school advisor helps the student meet his/her special needs through referral to appropriate community agencies, businesses and organizations. The school advisor conducts appropriate follow-up activities as required.

VI. Assists in Gathering and Utilizing Student Data for Assessment Appraisal and Referral:

The school advisor assists in the implementation of the student-testing program and helps others in interpreting the test data. The school advisor assists in collecting, maintaining, and disseminating other student data.

VII. Keeps Own Professional Competence Current:

The school advisor upgrades his/her professional growth and development.

VIII. Provides Coordination and Consultation Services:

The school advisor coordinates and assists in the coordination of student services. The advisor coordinates the implementation of the overall guidance program. The advisor consults with parents, teachers and others as appropriate about the special needs of students.

IX. Meets Professional Duties and Responsibilities:

The school advisor meets professional duties and responsibilities as assigned.

EVALUATION: Performance of this position will be conducted annually in accordance with the Board Policy on Evaluation of Certified Personnel. Evaluation of advisors will be conducted by building principal.

My signature below indicates that I have been given a copy of my job description.

Signature

Date