

**Job Description – Guidance Counselor****Revised: 1/8/18**

**TITLE:** Guidance Counselor

**QUALIFICATIONS:**

1. Valid GAPSC certificate.
2. Master's Degree in School Counseling.
3. Such alternatives of the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** School Services Director

**JOB GOALS:** To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

**PERFORMANCE RESPONSIBILITIES:**

1. Schedules students new to the school and orients them to school procedures and the school's varied opportunities for learning.
2. Aids students in course and subject selection.
3. Maintains student records and protects their confidentiality.
4. Works to resolve students' educational handicaps.
5. Works to discover and develop special abilities of students.
6. Works to prevent students from dropping out of school.
7. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
8. Plans guidance field trips to schools, colleges, and industry for interested students.
9. Makes recommendations to colleges for admissions and scholarships.
10. Guides students in their participation in school and community activities.
11. Obtains and disseminates occupational information to students and to classes studying occupations.
12. Helps students evaluate career interests and choices.
13. 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.
14. Confers with parents, whenever necessary.
15. Interprets the guidance program to the community.
16. Accountable for creating and maintaining a guidance plan for the district.
17. Schedule of students into the different classes.
18. Works with Testing Coordinator to ensure proper administration of all state standardized tests.
19. Works collaboratively with other Miller County Schools' counselors and shares duties and responsibilities.
20. Performs other duties, as assigned.

**TERMS OF EMPLOYMENT:** Ten, eleven, or twelve-month year. Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.