

JOB DESCRIPTION

JOB TITLE: Guidance Counselor

REPORTS TO: Building Principal

DEPARTMENT: Certified Staff

I. NATURE AND SCOPE OF JOB:

To provide meaningful experiences and supportive assistance for the attainment of individual student potential through a comprehensive guidance programs

II. EXPECTATIONS:

1. Maintain a positive attitude that supports the District Mission.
2. Maintain a positive and supportive relationship with all people in the work place.
3. Be responsible for acceptable attendance and punctuality.
4. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
5. Responsible for adhering to District policies.

III. JOB FUNCTIONS:

1. Provide academic/career/personal counseling – to include coordinating college and career day events
2. Communicate and work cooperatively with parents, teachers, administrators, and other specialists within and outside the school
3. Demonstrate an attitude of mutual respect and tolerance
4. Assist in the identification of fragile learners and determine appropriate action steps for academic intervention in cooperation with teachers and administration
5. Coordinate and perform test administration and interpret associated data in cooperation with the assessment coordinator and administration
6. Conduct intake processes for new students to include, but not limited to: transcript verification, transfer grades, enrollment, scheduling, and completing the process with the registrar for data entry and to determine need for notifications, if any
7. Conduct transcript verification for graduation (credit checks)
8. Coordinate all applicable scholarship information and applications and put scholarships on School Website
9. Coordinate master scheduling and registration process with administration and the registrar
10. Coordinate and perform schedule changes
11. Will perform other duties as assigned by building and central administration

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Possess the ability to perform functions independently
2. Practice effective communication skills
3. Utilize a variety of counseling techniques
4. Adhere to the American School Counselors Association Code of Ethics

B. Education, License, Certification or Formal Training:

1. Meet certification requirements as defined by Wyoming Professional Teaching Standards Board
2. Successfully pass all required District training
3. Hold a valid driver's license and be able to meet District insurance qualifications

C. Equipment Used:

Computer Telephone Intercom Copy/Fax/Scanner
Resource Materials

D. Physical Demands:

1. Ability to cope with stressful and crisis situations
2. Ability to tolerate physical demands specifically related to and necessary for counseling

E. Environmental Demands:

1. Ability to work in a variety and/or a combination of locations
2. Assignments may include travel to out-of-town locations
3. Ability to tolerate environmental demands specifically related to and necessary for counseling

Nondiscrimination Statement:

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment. Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417. CCSD#1 questions 504/Title IX coordinators are Debi Gaines and Traci Blaize.

5/15/96
9/7/12
5/11/15