

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
Lampeter, Pennsylvania 17537

**POSITION PROFILE - GUIDANCE COUNSELOR**

QUALIFICATIONS

Perform all duties within the bounds of federal, state, and local laws, district policies and procedures, and the ethical code of the American Counseling Association.

Be properly certificated for employment as a public school guidance counselor in Pennsylvania.

Be a child advocate.

AUTHORITY

Report directly to building principals on the delivery of services in respective buildings.

Be responsible to the Director of Special Services for program duties, district policies and procedures, and meeting legal and ethical requirements.

GUIDANCE SERVICES FOR ASSIGNED GRADES DUTIES AND RESPONSIBILITIES

Coordinate transitions for students between grades and programs, new enrollees, and students who have experienced prolonged absences from school including meeting with parents, orientation, review of student records, and follow-up services as appropriate.

Serve as a consultant to teachers on implementation of developmental guidance curriculum.

Disseminate guidance program information to faculty, parents, and students.

Coordinate parent education programs.

Teach classroom guidance lessons as approved by the Board of School Directors and in response to individual classroom needs.

INDIVIDUAL STUDENT EDUCATIONAL AND CAREER PLANNING DUTIES AND RESPONSIBILITIES

Administer individual assessments as needed for educational and career planning.

Coordinate the process of administering standardized testing for assigned grades and the appropriate use of the testing results.

Explain and interpret results of relevant assessments to parents, students, and teachers for making educational decisions and planning instructional interventions.

Assist administrators with classroom assignments.

Serve as consultant and team member with teachers, administrators, and parents regarding the learning or discipline problems of individual children.

Write recommendations for employers, summer school programs, higher education applications, etc., as appropriate.

Facilitate Career and Technology Center placements (high school only).

#### RESPONSIVE SERVICES DUTIES AND RESPONSIBILITIES

Serve as a member of the emergency response team.

Provide crisis counseling to individuals and small groups of students.

Make referrals to help students and their parents access services from community agencies and mental health professionals.

Serve as a member of Student Assistance Teams.

Establish and meet with small groups of students with common problems related to school issues.

Provide short-term personal counseling to students on request from parents, administrators, and teachers.

Communicate with students, parents, teachers, and administrators regarding academic, social, and developmental concerns.

Follow through with child abuse documentation and reporting as directed by the principal.

#### SYSTEM SUPPORT SERVICES DUTIES AND RESPONSIBILITIES

Assist administrators with staff development training related to school counseling topics.

Participate in district curriculum development.

Attend K-12 Guidance Department meetings.

Oversee the collection, maintenance, dissemination, transfer, and confidentiality of student records.

Coordinate special education referrals including processing the referral, discussing the referral with parents, completing classroom observations, and writing social summaries as requested by administration.

Coordinate referrals for homebound instruction.

Coordinate referrals for students needing tutoring for English as a Second Language.

Budget and requisition testing and guidance materials.

Assist principals with scheduling.

Assist principals with special activities and clubs.

Maintain appropriate confidentiality.

**Approved by Board of School Directors 03/01/99**