

## NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Guidance Counselor

### QUALIFICATIONS:

1. Appropriate State License

REPORTS TO: Building Principal

JOB GOAL: 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. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists student in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
4. Works to discover and develop special abilities of students.
5. Works to resolve students' educational handicaps.
6. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
7. Works to prevent students from dropping out of school.
8. Helps students evaluate career interests and choices.
9. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
10. 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.
11. Plans guidance field trips to schools, colleges, and industry for interested students.
12. Guides students in their participation in school and community activities.
13. Maintains student records and protects their confidentiality.
14. Supervises the preparation and processing of college, scholarship, and employment applications.
15. Makes recommendations to colleges for admissions and scholarships.
16. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
17. Confers with parents whenever necessary.
18. Assists in the orientation of new faculty members.
19. Provides in-service training in guidance for teachers and student teachers.
20. Works with teachers and other staff members to familiarize them with the general

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20. Works with teachers and other staff members to familiarize them with the general

range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.

21. Advises administrators and faculty on the matters of student discipline.
22. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
23. Interprets the guidance program to the community.
24. Organizes and conducts annual career day.
25. Arranges for tutors and summer school work.
26. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Twelve-month year. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
(Incumbent)

(This job description contains only measurable performance responsibilities)

3/20/03