

**Title: Guidance Counselor for College Bound Students**

**Performance Responsibilities:**

**Design and Evaluation-Assumes the responsibility for self as a professional.**

- Continues professional growth by participation in in-service activities and professional counseling organizations.
- Initiates the development of comprehensive goals and objectives for the college guidance program of the school system.
- Stimulates the staff to evaluate and implement changes in the guidance program.
- Develops personal goals and performance objectives for effective leadership.

**Leadership-Assumes leadership in directing the guidance-related activities for all students.**

- Administers tests, interprets scores, and maintains other records pertinent to better understanding of the student's achievement and potential.
- Maintains the confidentiality of the individual student's records.
- Provides college admissions counseling to high school students.
- Collaborates with high school counselors in the preparation of college admissions packets.
- Works closely with junior high school students and parents to assist them in making informed choices for their five-year educational plan and post secondary options.
- Develops and maintains current information concerning scholarships, TOPS issues, college deadlines, and other pertinent data on the system web page and television channel.
- Disseminates information to interested students and parents in a timely fashion.
- Performs any other duties as assigned by Appropriate Supervisor.

**Management-Initiates practices to contribute to an adequate post secondary program for high school students.**

- Establishes and maintains interpersonal relationships with teachers and administrative personnel.
- Works with teachers and administrators in understanding and meeting the college preparatory needs of the students.
- Assists in curriculum evaluation and recommends modification of the schedule to meet the needs of the students.
- Orients new faculty members to the college prep and admissions program.

**Student Services-Initiates practices designed to promote the success and well being of students.**

- Assists individual students through the counseling relationship to utilize their own resources and environmental opportunities in the process of self-understanding, planning, decision making, and coping with problems relative to their developmental needs and vocational and educational activities.
- Creates a positive counselor-student relationship through effective interaction, communication, and development of acceptable behavior.
- Provides guidance to meet the educational, vocational and personal needs of the student.
- Assists students to set realistic goals and to plan toward them.
- Aids students in course and subject selection.
- Aids students in preparing applications for post secondary enrollment to give them a competitive edge.
- Assist students and counselors in seeking and preparing scholarship applications.

**School/Community Relations-Initiates practices designed to provide for effective school/community relations.**

- Acts as liaison person between school, home, community and colleges.
- Offers assistance in understanding and carrying out the school program.
- Acts as resource person in developing communication skills and setting realistic goals for parents and their children.
- Furnishes assistance to out-of-school agencies.
- Coordinates college fairs and college recruitment efforts.

**Professional Development-Plans for professional self-development.**

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development
- Makes use of recommendations for improvement.

**Minimum Qualifications:** United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina and ability to perform job functions, tasks and duties.

**Terms of Employment:** As contract states

**Reports to:** Appropriate Supervisor

**Supervises:** Assigned students

**Signature of Evaluatee:** \_\_\_\_\_  
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Employee Identification Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Evaluator:** \_\_\_\_\_  
Signature indicates that the evaluator has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.