



# SELMA CITY SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

300 WASHINGTON ST.  
P. O. BOX F  
SELMA, AL 36702-0318  
(334) 874-1600

## **JOB DESCRIPTION**

<b><u>Position Title:</u></b>	Guidance Counselor
<b><u>Department or Unit:</u></b>	School Assignment
<b><u>Reports To:</u></b>	Principal or Guidance Chairperson
<b><u>Supervises:</u></b>	Various non-professional personnel.
<b><u>Job Summary:</u></b>	Assists students in academic/career development.

### **Typical Duties:**

1. Demonstrates respect for the worth, dignity, and quality of the student's human rights.
2. Aids the student in self-evaluation, self-understanding, and self-direction, enabling him to make decisions consistent with his/her immediate and long-range goals.
3. Uses individual and group counseling to assist in the student's adjustment to school and evaluation of his/her academic progress.
4. Displays personal conduct which sets an example for students to emulate.
5. Makes referral to appropriate resource agencies whenever the assistance needed is beyond the counselor's role.
6. Assists the student in understanding personal strengths, weaknesses, interests, values, potentialities, and limitations.
7. Assists students in preparing documents for scholarship aid and college admission applications.
8. Works with teachers as members of the guidance team.
9. Interprets the school's guidance program to teachers to familiarize them with guidance services.
10. Maintains accurate records and provides information for programming and scheduling students.

11. Shares appropriate individual student data with the teacher, with due regard for confidentiality, and assists the teacher in recognizing individual differences and student needs.
12. Assists the teacher in making referrals to other appropriate school personnel.
13. Serves as a resource person and assists in planning classroom guidance activities.
14. Involves the teacher in conferences with students and parents to promote a better understanding of student development.
15. Develops a written guidance plan for each school year.
16. Recognizes school administrators as major members of the guidance team whose outlook, leadership, and support are essential for successful guidance services.
17. Provides the parent/guardian with accurate information about the guidance program, courses requirements and resources that will contribute to the continuing development of the student.
18. Assists the parent/guardian in forming realistic perceptions of the student's aptitudes, abilities, interests, and attitudes as related to academic achievement and career planning.
19. Provides information to parents/guardians to familiarize them with guidance activities and services.
20. Retains a cooperative working relationship with community social service agencies and with admission counselors of post-secondary institutions.
21. Requests and forwards student cumulative folders.
22. Coordinates school activities related to educational testing.
23. Maintains current and up-to-date information on state and local promotion/ progression policies and regulations.
24. Performs other duties as required.

**Minimum Requirements:**

1. Master's Degree or equivalency.
2. Moderate experience in student counseling.
3. Relevant state certification or eligibility for same.
4. Expertise in area of specialization.

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I have received and read my job description, and I fully understand and accept the duties and responsibilities of my position.

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Counselor's Signature

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Date

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