



CODE: 204

TITLE: Guidance Counselor

QUALIFICATIONS: Guidance Counselors will have and maintain in the area of their assigned responsibility:

- The professional qualifications and certifications required by the Board of Education and the State of Illinois.
- Membership in the appropriate professional organizations and associations, and/or attend workshops, lectures, or District committees, and/or utilize other opportunities which will promote continued educational competence.
- An understanding of child development and learning behavior.
- An understanding of current District educational policies and objectives.
- An understanding of evaluation and diagnostic techniques.

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

- Support the policies of the Board of Education
- Provide for the care and protection of school property.
- Perform duties as assigned by the administration.
- Be available for all meetings and inservice programs of the District as directed by the appropriate Board designated administrator(s).
- Help maintain and support continuous and constructive communication with the Board designated administrator(s).
- Serve as a resource person with outside agencies
- Provide building support regarding group testing and cumulative records and group presentations.
- Provide individual support and guidance to students regarding interpersonal relations, student behavior or individuals problems.
- Maintain a cooperative and professional relationship with colleagues.
- Maintain a positive and cooperative relationship with parents.
- Work cooperatively with the Board of Education designated administrator(s) in the evaluation process.

EVALUATION: Evaluation of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certified personnel.

ADOPTED: March 21, 1983