CLARKSDALE MUNICIPAL SCHOOL DISTRICT

GUIDANCE COUNSELOR
JOB DESCRIPTION

QUALIFICATIONS:

1. Master's degree from an accredited educational institution.
2. Mississippi certification in Guidance and Counseling.
3. Must meet the No Child Left Behind Act regulations and requirements.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret, and follow State Board of Education rules, Code of Ethics, School Board policies, and appropriate state and federal statutes. Knowledge and understanding of human development and the unique needs and characteristics of students served. Knowledge and understanding of guidance and counseling principles, programs, and services. Knowledge of community resources and services available for student assistance. Knowledge of high school graduation requirements, state scholarship programs, financial aid, military, and career programs. Knowledge of exceptional education procedures. Knowledge of community and state services. Ability to counsel and assist students, parents, and school personnel in the resolution of problems in student learning, behavior, and mental health. Ability to administer student assessment and evaluation instruments. Ability to analyze and use data. Ability to communicate orally and in writing, with parents, school personnel and the public. Ability to maintain confidentiality. Ability to maintain sensitvity to multicultural issues. Ability to use a computer.

REPORTS TO:

Principal or designee

JOB GOAL

To provide students with educational, personal, career, social and emotional counseling and to identify and coordinate all available resources to empower students to reach full potential.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Planning/Preparation

1. Develop guidance program and services based on developmental needs of students, needs assessments, and school and district priorities.
2. Establish short- and long-range plans based on student needs as well as school, district, and state priorities.

GUIDANCE COUNSELOR (Continued)

3. Communicate goals and services of the counseling programs to school administration, staff, students, and parents.
4. Establish priorities and an implementation schedule for counseling and student service programs.
5. Assist in curriculum development for registration and correct placement of students.

Administrative/Management

6. Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
7. Implement, coordinate, and monitor school-wide counseling services and activities.
8. Establish an environment for an effective counseling program.
9. Establish and follow procedures for appropriate intervention in accordance with school, district, and state laws, rules, and policies.
10. Maintain student records according to established guidelines.
11. Use technology resources effectively.

Assessment/Evaluation

12. Demonstrate knowledge of theories, techniques, and instruments used for assessments.
13. Assist with the administration of tests and screening instruments, interpret scores, and communicate results.
14. Explain nature and purpose of assessment in an understandable manner, including its uses and limitations, and provide feedback to appropriate individuals.
15. Exercise confidentiality in the sharing of test results.
16. Use relevant assessment data to make recommendations to students, parents, teachers, and other professionals.
17. Evaluate counseling program objectives using feedback from students, parents, and staff through school improvement activities and climate surveys.

Intervention/Direct Services

18. Provide personal/social growth counseling (individual and group) concerning academic success, understanding of self and others, communication skills, decision-making, relationship skills, conflict resolution, goal setting, and effective coping skills necessary to refuse participation in substance abuse and physical violence.
19. Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
20. Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
21. Provide crisis intervention services including follow-up services as appropriate.
22. Orient new students and their parents and assist students moving from grade to grade.

GUIDANCE COUNSELOR (Continued)

23. Implement programs for career awareness and, comprehensive educational/career plans which target high school completion, post-secondary opportunities, scholarships, and financial aid information.

Technology

24. Use appropriate technology in instructional delivery.
25. Use technology to review student assessment data.
26. Use technology for administrative tasks.

Collaboration

27. Consult with students, parents, teachers, and other school staff to assist in meeting needs of students.
28. Work effectively with parents.
29. Serve as advocate for students.
30. Establish an effective working relationship with outside services and make appropriate referrals for psychological, social work, health, and community services.
31. Participate in multidisciplinary conferences concerning individual cases of special need, including academic, social, cultural, emotional, and economic.

Staff Development

32. Develop and implement an annual Professional Development Plan in accordance with district and state requirements.
33. Provide information to and/or in-service for teachers, administrators, and other school staff.
34. Keep abreast of current trends in counseling and guidance.
35. Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.
36. Participate in school data collection of teacher input on principal's performance assessment program.

Professional Responsibilities

37. Maintain professional and ethical standards as outlined by the American School Counselor Association and the *Code of Ethics of the Education Profession in Mississippi.*
38. Prepare all required reports and maintain all appropriate records.
39. Use positive interpersonal skills to encourage cooperative efforts between staff, students, families, and the community.

Student Growth and Achievement

40. Ensure that student growth and achievement are continuous and appropriate school-wide.
41. Establish and maintain a positive collaborative relationship with the students' families to increase student achievement.

Perform other tasks consistent with the goals and objectives of this position.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.