

APPROVED BY THE  
FRANKLIN COUNTY  
SCHOOL BOARD  
ON 06/27/2023

## SCHOOL DISTRICT OF FRANKLIN COUNTY

### JOB DESCRIPTION

#### Guidance Counselor (K – 7)

#### QUALIFICATIONS:

- 1) Master degree or higher, in educational guidance and counseling
- 2) Valid teacher certification with coverage in guidance.
- 3) Related teaching experience totaling at least 3 years.
- 4) Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of child development and especially of characteristics of children in the age group assigned. Knowledge of the techniques and procedures used in working with targeted student population. Basic understanding and knowledge of the use of technology. Knowledge of learning styles and skill in using varied teaching methods to address student learning styles. Skill in oral and written communication with students, parents, and others. Ability to plan and implement activities for maximum effectiveness. Ability to effectively assess levels of student achievement, analyze test results, and prescribe actions for improvement. Ability to work effectively with peers, administrators, and others. Ability to maintain confidentiality.

#### REPORTS TO: PRINCIPAL/ASSISTANT PRINCIPAL

#### **JOB GOAL**

To promote and enhance the learning process through continuously assessing student needs, identifying situations that may be hindering student success, and advocate for support and assistance in effectively dealing with those situations.

#### SUPERVISES: N/A

#### PERFORMANCE RESPONSIBILITIES:

- 1) Assists in the preparation of the master schedule for the elementary school.
- 2) Counsel individual students with academic/personal/social issues.
- 3) Work with small groups of students to provide opportunities to grow through group dynamics and support.
- 4) Counsel and support parents/guardians of elementary students when appropriate.
- 5) Provide information/education to parents/guardians about topics related to child development and school performance.
- 6) Participate on IEP teams.
- 7) Write 504 plans, coordinate the evaluation activities for determining eligibility and for three-year evaluations, manage the written documentation, schedule 504 meetings regarding referral, evaluations, eligibility and plan reviews, and monitor the 504 Accommodation Plan.
- 8) Coordinate and assist in the transition from pre-school to kindergarten, including testing and registration.
- 9) Promote community awareness of available guidance and counseling services;

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- function as a referral agent to appropriate outside agencies.
- 10) Assist in the development and maintenance of Code of Conduct, Student Progression Plan, and Curriculum Guide.
  - 11) Perform other duties as assigned by Principal, Assistant Principal, District Administrative Staff and/or Superintendent.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: (10 Month Personnel)

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 School Board's policy on evaluation of personnel.

I have read and discussed with my administrator the above job description. I am aware of the professional development opportunities available to meet these expectations.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

June 27, 2023  
FCSB Approval Date