

**SCHOOL DISTRICT OF FRANKLIN  
COUNTY JOB DESCRIPTION**

**GUIDANCE COUNSELOR (8 – 12)**

**QUALIFICATIONS:**

1. Master's degree or higher, in educational guidance and counseling.
2. Valid teacher certification with coverage in guidance and counseling
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 assist all middle/high school students in the development of intellectual, social, and personal growth and to assist students in making informed and individually appropriate social, educational, and vocational choices.

**PERFORMANCE RESPONSIBILITIES:**

1. Meet with students prior to and during the registration process, inform students of classes relative to course selection and coordinate the registration and scheduling process.
2. Conduct orientation meetings with 7<sup>th</sup> grade students to provide information regarding class offerings and registration process.
3. Provide individual counseling for students regarding scheduling upon request of the student or their parent/guardian.
4. Participate in the preparation of the master schedule for the secondary schools.
5. Conduct follow-up meetings with students after the master schedule is developed to make any necessary changes in students' schedules.
6. Ensure the accuracy and completeness of all student records and credits, perform periodic credit checks for grades 8 through 12.
7. Monitor all student grades and attendance and meet with students/parents to ensure cohort group graduation and prevent dropout.
8. Provide written contact and telephone calls to parents/guardians of students who are deficient in their credit status.
9. Provide notification and information to parents/guardians of students who need to attend summer programs to make-up credit deficiencies.
10. Schedule parent/teacher meetings when requested either by parents or teacher.
11. Prepare list of students for assessment and provide to testing coordinator.

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12. Participate on IEP teams.
13. 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.
14. Assist in the resolution of student/teacher conflicts by meeting with involved parties to determine the nature and extent of the problem and to outline remedial strategies.
15. Assist outside agencies meeting with students regarding choices; this shall include university/college, technical school, and military representatives, as well as representatives of careers available without post-secondary training.
16. Prepare and process scholarship materials; establish, organize, and meet with scholarship committees; make scholarship and financial aid applications available to students and guide students through the total process.
17. Assist in the development and maintenance of the *Code of Conduct*, *Student Progression Plan*, and *Curriculum Guide*.
18. 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:** (12 Month Personnel) Instructional 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.

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Supervisor's Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date