

TITLE: COUNSELOR

QUALIFICATIONS:

1. At least 2 years of successful teaching experience
2. A valid certificate as a guidance counselor
3. A Master's degree, or its equivalent, representing extensive course work in the principles and practice of educational guidance; educational testing measurement; counseling; the organization and administration of guidance services; and the psychology of learning.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Principal

JOB GOAL: To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

Planning and Organization

1. Implements the System Support Component through effective guidance program management and support for other educational programs.
2. Provides a comprehensive and balanced guidance program in collaboration with school staff.
3. Provides support for other school programs
4. Develops and maintains a professional portfolio
5. Incorporates community resources in the learning process

Instruction and Learning

6. Implements the Guidance Curriculum Component through the use of effective instructional skills and the careful planning of structured group sessions for all students.
7. Teaches guidance units effectively.
8. Encourages staff involvement to ensure the effective implementation of the guidance curriculum.
9. Understands the various developmental levels of students

Assessment and Evaluation

10. Implements the Individual Planning component by guiding individuals and groups of students and their parents through the development of educational and career plans.
11. In collaboration with parents, helps students establish goals and develop and use planning skills.
12. Demonstrates accurate and appropriate interpretation of assessment data and the presentation of relevant, unbiased information.
13. Coordinates administration of testing conducted in within building.

