
TITLE: GUIDANCE COUNSELOR

REPORTS TO: Elementary - Principal
Secondary – Director of Guidance

QUALIFICATIONS: A valid certificate as a Guidance Counselor

JOB GOAL: Assist student to understand themselves, to achieve to their capacity, and to make appropriate decisions through personal, educational and career and guidance services.

PERFORMANCE RESPONSIBILITIES:

1. Registers students new to the school and orients them to school procedures.
2. Aids students in course and subject selection.
3. Maintains student records and protects their confidentiality.
4. Works to resolve student's educational handicaps.
5. Works to discover and develop special abilities of students.
6. Works to prevent students from dropping out of school.
7. Provides student information to other schools and potential employers according to provisions of Board of Education policy on student records.
8. Plans guidance field trips to schools and industry for interested students.
9. Makes recommendations to colleges for admissions and scholarships.
10. Arranges for tutors and summer school work.
11. Obtains and disseminates occupational information to students and to classes studying occupations.
12. Works with students on an individual basis in the solutions of personal problems related to home and family relations, health, and emotional adjustment.
13. Confers with parents, when necessary.
14. Advises administrators and faculty on matters of student discipline.
15. Performs other duties as delegates by the Principal and/or Director of Guidance.

TERMS OF

EMPLOYMENT: As set forth in the collective bargaining agreement between the Board and the WTEA

EVALUATION: Annual in accordance with Board Policy

APPROVED: August 3, 2004