

TRUSSVILLE CITY SCHOOLS
Job Description

POSITION TITLE: School Guidance Counselor - Elementary

QUALIFICATIONS: Alabama State teaching certificate in area of instructional responsibility
A master's degree, or its equivalent, representing intensive course work in the principles and practice of educational guidance; child growth and development theory; educational testing and measurement; counseling; the organization and administration of guidance services; the psychology of learning and elementary education
NCLB criteria for Highly Qualified Teacher
At least three years of successful teaching experience
Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable

REPORTS TO: Principal and Director of Instruction

JOB GOAL: To offer the student counseling and comprehensive, developmental guidance services in the areas of person/social, education/academic, and career/vocational growth and development which will enable him/her to live successfully and become a contributing member of society.

EVALUATION: Trussville City Board of Education Personnel Evaluation Plan

PERFORMANCE RESPONSIBILITIES:

1. Counsels with individual students and small groups in an effort to help students develop socially, emotionally, academically, and psychologically.
2. Provides students with an opportunity to talk about their educational, vocational, and personal/social concerns.
3. Conducts needs assessments to target topics for small group counseling.
4. Ensures confidentiality of counseling sessions, conferences, student records, etc.
5. Conducts needs assessments to determine areas and topics of the group guidance program.
6. Regularly and routinely schedules and conducts group guidance sessions in the areas of person/social, educational, and career development.
7. Assists with orientation programs for students and parents.

8. Assists school testing coordinator in carrying out the state testing program.
9. Interprets test data to teachers, administrators, parents, and students.
10. Observes students in the school setting.
11. Helps identify students in need of special services, placement, motivation, or support.
12. Makes referrals to school resource personnel or community agencies.
13. Suggests appropriate class placement for students.
14. Consults with teachers, parents, and administration routinely concerning academic, social, emotional and personal needs of students
15. Participates in curriculum development and assists teachers and administrators in planning activities and programs which meet student needs.
16. Serves as a resource person for faculty, PTA groups or community organizations.
17. Develops a yearly guidance and counseling plan based on student need, school personnel input, and principal approval.
18. Develops a plan which will involve and inform parents and teachers about the guidance program throughout the year.
19. Develops and provides in-service to teachers on relative topics.
20. Schedules regular meetings with grade level and/or subject area teachers and administrators for program planning, coordination, problem solving or information sharing.
21. Submits required reports of program objectives, activities, and outcome as requested.
22. Assumes responsibility to perform any work assigned by the Principal or Director of Instruction.

Board Approved: July 12, 2005