

TRUSSVILLE CITY SCHOOLS
Job Description

POSITION TITLE: School Guidance Counselor - Secondary

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 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. Ensures confidentiality of counseling sessions, conferences, student records, etc.
4. Abides by the American School Counselor Association Code of Ethics.
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. Helps students develop study habits, learn to use their time more effectively and develop other attitudes that make learning easier.
9. Assists school testing coordinator in carrying out the state testing program.
10. Interprets test data to teachers, administrators, parents, and students.
11. Observes students in the school setting.
12. Helps identify students in need of special services, placement, motivation, or support.
13. Makes referrals to school resource personnel or community agencies.
14. Suggests appropriate class placement for students.
15. Utilizes test data and other available information to identify the interests, achievement, and aptitudes of all students for the purpose of assisting students in selecting appropriate curricula, activities and special programs; developing career plans; and providing educational and job placement services as appropriate.
16. Consults with teachers, parents, and administration routinely concerning academic, social, emotional and personal needs of students.
17. Assists teachers and administrators in planning activities and programs which meet student needs.
18. Serves as resource for and liaison between school, community agencies, teachers, students and parents and takes an active part in interpreting the school's objectives to parents and the community at large.
19. Develops, implements, and evaluates a yearly guidance and counseling plan based upon student need, school personnel input, principal approval, and the state guidance plan of goals and objectives.
20. Develops a plan which will involve and inform parents and teachers about the guidance program throughout the year.
21. Assists in developing a guidance in-service program for teachers.
22. Schedules regular meetings with grade level and/or subject area teachers and administrators for guidance program planning, coordination, problem solving, information sharing, etc.
23. Submits required reports of program objectives, activities, and outcome as requested.

24. Maintains a file of catalogues, school profiles, scholarship and financial aid information related to schools, colleges and institutions offering post-secondary educational or vocational training; provides appropriate remediation.
25. Follows State Department of Education guidelines and State board mandates for school counselors
26. Assumes responsibility to perform any work assigned by the Principal or Director of Instruction.

Board Approved: July 12, 2005