

YAZOO COUNTY SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Guidance Counselor

TITLE OF SUPERVISOR: Principal

GENERAL RESPONSIBILITIES:

Administers the guidance program 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 individuals

SALARY: Reflective of the Yazoo County School Salary Scale

QUALIFICATIONS: Completion of an approved master's, specialist, or doctoral degree in School Counseling from a state-approved or regionally/nationally accredited institution of higher learning and hold a valid Mississippi Teacher's License with School Counselor endorsement.

DESCRIPTION OF DUTIES:

1. Registers students, setting up schedules and schedule changes;
2. Requests, receives and sends records of students entering or leaving school;
3. Administers standardized tests, assisting students in evaluating their aptitude and abilities through the interpretation of individual test scores and other pertinent data; working with students in evolving education and occupation plan in terms of such evaluations;
4. Takes an active role in interpreting the school's objectives to students, parents and the community at large;
5. Supervises the preparation and processing of college, scholarship and employment applications;
6. Remains readily available to students so as to provide counseling (group and/or individual) that will lead each student to increase personal growth, self-understanding and maturity;
7. Provides practical experiences with the major occupational areas in a world of work through resource persons, audio-visuals and Career Day;
8. Communicates and confers with parents about their child's aptitudes, abilities, interests, attendance to class/school, educational and occupational opportunities and requirements;
9. Assists students identifying his/her needs and interests, in the appropriate placement in school courses, and the types of institutions that normally provide training in his selected interests and/or occupation;

10. Provides information on types of employment agencies and their functions, various occupations and their salaries;
11. Informs students and parents of college requirements, available financial assistance programs, etc.;
12. Initiates, assembles, maintains and interprets accurate health records, attendance records, cumulative progress records, activity records and uniform transcript records for all students;
13. Assists students in the process of self-exploration, in developing interpersonal skills, decision-making skills and skills for future planning;
14. Communicates with parents and students (senior status) needs and requirements for graduation;
15. Responsible for the recording of all grades and standardized test scores on cumulative records;
16. Attends in-service/staff development workshops (local and state) to improve skills in counseling;
17. Checks records for students failing two or more subjects, refers to Child Find, and assists teachers with referrals for Special Education;
18. Compiles honor roll information and disseminates to school and community;
19. Conducts workshops with teachers in the interpretation and use of standardized achievement test data in the classroom;
20. Assists teachers in the development of instructional prescription for individual student weakness on standardized tests;
21. Assists teachers in the location of test preparation materials to use in the classroom;
22. Provides crisis intervention counseling and preventative counseling as requested and upon referral;
23. Provides conflict resolution as a method of behavior intervention when dealing with discipline of conflicts such as fights and bullying;
24. Implement all components of the Mississippi Counselor Growth System;
25. Performs any other duties as assigned by the principal.

UPDATED AND REVISED JULY 2, 2018