

GUIDANCE COUNSELOR

POSITION TITLE:

Guidance Counselor

REPORTS TO:

Superintendent and Principals.

CONSULTS WITH:

Principals, School Staff, Students and Parents.

EMPLOYMENT:

Counselor 9.5-month contract

BASIC FUNCTION:

To be responsible for coordinating activities of the guidance program.

BASIC RESPONSIBILITIES:

1. To counsel with individuals and groups of students
2. To register high school students for classes. (High School)
3. To make schedule changes requested by students, parents, or teachers when the change meets the school guidelines and handbook.
4. To help administer and interpret tests to students, parents and staff.
5. To arrange conferences with parents as needed.
6. Coordinate a parent night for ninth grade parents and students. (High School)
7. To advise administrators and teachers on test interpretation and student problems.
8. To work with college representatives, career education school representatives, military representatives, social service agencies and local employers. (High School)
9. To keep up-to-date records, cumulative and permanent records, transcripts, grade averages, attendance and class rank, follow-up studies. (High School)
10. To keep up-to date files of guidance information and educational and occupational information by ordering, filing and making bibliographies.
11. To recommend administrative rules and regulations to the administration.
12. To assist in the evaluation of the instructional program.
13. To orient and guide elementary students who will be moving into high school. (Elementary)
14. To set up recommended testing program for school district.
15. Monitor specific health needs of students affecting academic and social performance.
16. To pursue area college scholarships for graduating seniors. (High School)
17. To work with the Secondary Principal to determine eligibility for the honor rolls, and assist with the selection of students for the various awards given at the end of school year (list of awards and criteria follow.) (High School)
18. Order appropriate tests as needed. Coordinate and update annual district testing plan.
19. Develop schedule of class offering. (High School)
20. Serve as curriculum coordinator for the district.
21. Serve as MSIP coordinator for the district.
22. To assume such other duties and responsibilities as may be assigned by the Administration.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to see, hear, and move quickly enough to provide for the safety and instructional needs of children. Must be able to articulate clearly; must be physically active and interactive throughout the school day, i.e. be able to stand for extended periods of time, stoop, bend, do light lifting, push, pull, step, and have good finger dexterity, etc.; have emotional coping skills appropriate for the management of student behavior; be able to tolerate environmental smells and substances commonly associated with children and educational institutions. The employee should possess sufficient hearing to hear conversations in person and on the telephone.