



Job Title: Guidance Counselor

Supervisor: Principal

Terms of Employment: 190 days

Job Summary:

1. Provide a comprehensive guidance program for all students.
2. Consult with teachers, parents and staff to enhance their effectiveness in helping students.
3. Provide support to other educational programs.

Essential Duties:

1. Serve as an advocate for children.
2. Provide counseling to individuals and small groups as needed to help them in meeting their education, vocational, personal and social needs.
3. Conduct developmentally appropriate classroom guidance sessions in concordance with classroom teachers to aid in teaching the life skills curriculum standards and essential learning.
4. Consult and serve as a resource to teachers, administrators and parents in helping promote a better understanding of individual behavior and human relationships including, but not limited to, brain compatibility, personality types and learning styles.
5. Provide a comprehensive career-life planning program for all students including administering appropriate assessments, interpreting data, maintaining portfolios in grades 6-12, and assisting with school-to-work implementation.
6. Counsel individuals and groups of students in education planning based on academic and career interests, experiences and abilities. Assist in the development of personalized learning plans for each student.
7. Refer students and families to special programs, specialists and/or community agencies when appropriate.
8. Coordinate activities or programs designated by the principal that serve to promote the social and academic well-being of students such as orientations, drug and alcohol prevention, career fairs, etc.

Other Duties:

Perform other duties and other responsibilities as designated by the supervisor.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Valid SC Certification in guidance and counseling at specific levels.



2. Such alternatives to the above qualification as the Board may find appropriate and acceptable

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: Teacher

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.