

## GUIDANCE COUNSELOR

- Qualifications:**
1. Maintain proper certification and license as required by the Department of Public Instruction.
  2. Possess the ability to work with students, parents, faculty, administrators, and the community.
  3. Demonstrate a thorough understanding of the developmental guidance process and career development theory.
  4. Possess the ability to generate, analyze, and synthesize data about the behavior, progress, and needs of students individually and with groups.

**Reports to:** Building Principal

**Supervises:** Students within area of responsibility

**Job Goal:** The basic function of the high school guidance counselor is to provide students with a service designed to give systematic aid in adjusting to educational, vocational, social, and personal problems. The guidance counselor shall help individuals to understand personal needs, interests, and abilities; establish standards and goals; and evaluate progress.

### **Job responsibilities:**

#### **A. General Duties**

The guidance counselor shall:

1. Interpret student information to students, parents/guardians, and teachers.
2. Arrange for and coordinate visits from outside speakers;
3. Maintain a working relationship with personnel of other agencies providing student services such as social workers and parole and probation officers;
4. Maintain a daily log of daily activities and student conferences;
5. Answer mail, complete surveys, request college catalogs and occupational information, order test materials, and handle appropriate phone calls,
6. Provide information to parents through the news media and mailings;
7. Make presentations in orientation/registration programs prior to student registration;
8. Administer and/or interpret tests, surveys, and inventories that deal with high school student achievement, aptitudes, and vocational interests;
9. Work cooperatively with other staff to develop and implement a K-12 developmental guidance program;
10. Participate in the development of the district guidance and counseling plan;
11. Coordinate with administration the completion of reports on a timely basis, ie: dropout, children-at-risk, etc;
12. Prepare and administer the high school guidance budget;

**B. Students**

The guidance counselor shall:

1. Address personal development, crisis intervention and academics in large groups, small groups, and/or individual guidance/counseling sessions;
2. Gather information concerning students gained through conferences with students and parents/guardians, test scores, academic records, and anecdotal records;
3. Assist students and parents/guardians in relating student interests, aptitudes, and abilities to educational occupational plans, course selections, and scheduling students into classes;
4. Disseminate information to students and parents/guardians concerning post-secondary training and occupations and maintain the Guidance Resource Center;
5. Assist students and parents/guardians in preparing applications for post-secondary school training and financial aid;
6. Hold an annual financial aid night in the high school for interested students and parents/guardians;
7. Assist parents/guardians with referrals to specialists associated with community agencies, private doctors, and psychologists;
8. Assist employers and students in regard to part-time work;
9. Prepare educational programs with students and handle program changes and conflicts;
10. Assist in registering new students;
11. Assist in developing the master schedule;
12. Supervise and oversee school transfer applications and transcripts;
13. Conduct follow-up studies of graduates;
14. Provide students with registration information for college entrance tests;
15. Assist teachers/parents in the referral process for EEN services;
16. Review and monitor the D & F list with students, and notify parents on a timely basis if their child is in danger of not passing;
17. Assist the students in career development, children-at-risk, suicide prevention, and alcohol and other drug abuse intervention;
18. Monitor credits for extra-curricular activity eligibility.

**C. Faculty**

The guidance counselor shall:

1. Work with faculty committees such as the school's multidisciplinary team (M-team), scholarship committee, the National Honor Society, and Education for Employment;
2. Assist faculty members in understanding student progress;

3. Attend faculty meetings,

**D. Other Duties**

The high school guidance counselor shall:

1. Perform other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.