

GUIDANCE COUNSELOR

REPORTS TO: Principal

ESSENTIAL FUNCTIONS:

Conducts counseling of student groups and individual students regarding educational and career plans.

Provides counseling and guidance to students and parents in the use of test results for education/career planning.

Counsels individual students who are having problems in school.

Educates students and parents regarding the necessary course work required for graduation and assists those students who are showing signs of having educational difficulties.

Reviews and evaluates academic progress of students and makes recommendations for modifications as appropriate.

Consults with the teaching staff to facilitate counseling activities into the regular educational program.

Consults with teachers, other educational staff, and parents regarding the developmental needs of students.

Complies with Board policies, rules, regulations, and directives.

Provides orientation to new students regarding the District's educational opportunities and/or career paths.

Discusses alternatives with students and advises in the selection of what seems to be the most desirable course of action.

Serves as a reference source for current information on colleges, technical education, apprenticeships, armed services, and other educational programs and career opportunities.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

At least three years of appropriately certified teacher or counseling experience in addition to completion of a college- approved guidance K-12 major or minor.

Ability to write routine reports and correspondence.

Ability to effectively communicate, orally and in writing, with students, parents, and staff.

Ability to handle stressful situations.

Ability to maintain confidentiality of student matters.

Ability to read and analyze general counseling periodicals and professional journals.

Ability to solve problems in a practical and workable manner.

Ability to use age-appropriate language and accompanying techniques in one-on-one settings as well as group settings.

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EQUIPMENT USED:

Calculator, computer, copy machine, fax machine, telephone/voice mail.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is usually quiet to moderate. The employee is often required to meet deadlines with severe time constraints.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.

History

Approved on: June 9, 2010

Revised on: