

Position Title: Guidance Counselor

Starting Date: August 2012

Qualifications:

A. Education

1. Master's degree
2. State Board of Education Type 73 School Service Certificate

B. Experience

1. Three or more years of experience as a high school guidance counselor

C. Aptitude

1. Must follow the American School Counselor Association's ethical standards.
2. Must be knowledgeable of board policy and procedures and their interpretation to staff, students and community.
3. Must possess tact and sound judgment.
4. Must have the ability and willingness to utilize multiple-staff resources in resolving problems.
5. Must be an efficient and innovative member of the School Community.

Working Relationships:

- A. Is immediately responsible to the Assistant Principal for Student Services.
- B. Establish and maintain a collegial relationship with teachers, special education staff, deans, social workers and psychologists.

Compensation and Term of Employment: Teacher Contract

Major Functions:

1. Provides school counseling services to help students increase personal growth, self- understanding and levels of maturity.
2. Communicates with teachers, administrators, parents, student services staff, support staff and outside agencies
3. Assists students in evaluating their aptitudes and abilities by interpreting individual standardized test scores and other relevant data to direct the development of educational, college and career plans.
4. Delivers the comprehensive four-year developmental guidance curriculum.
5. Works collaboratively as a member of the Student Services problem solving team to address student needs.
6. Identifies and addresses problems that interfere with educational progress towards graduation.

7. Assists in the identification and delivery of services to all students including students with diagnosed disabilities.
8. Assists in the development and case management of Section 504 Plans.
9. Assists students with school enrollment, course selection, and the scheduling of classes in order to meet the district graduation requirements and post-secondary plans.
10. Advises and assists students in the planning, preparation, and processing of their post-secondary goals.
11. Participates in, coordinates, or conducts activities which contribute to the effective operation of the school.
12. Assists with planning and evaluating the building's developmental counseling program.
13. Assists with parent education programs and participates in evening parent programs.
14. Pursues professional growth.
15. Carries out other duties as assigned by the Assistant Principal for Student Services.