

JOB DESCRIPTION

TITLE: **Secondary Guidance Counselor**

QUALIFICATIONS:

Certification as a guidance counselor in addition to experience as a classroom teacher.

RESPONSIBLE TO: High School Principal

This Person Will:

1. Register new students and inform them of the school procedures and varied opportunities for learning.
2. Aid students in course and subject selection.
3. Maintain student records and protect their confidentiality.
4. Work to recognize and identify needs of students.
5. Develop and implement a stay in school program.
6. Provide appropriate student information to colleges and potential employers.
7. Make recommendations to colleges for admissions and scholarships.
8. Guide students in their participation in school activities.
9. Obtain and disseminate occupational information to students and staff.
10. Help students evaluate career interests and choices.
11. Work with students individually on personal problems related to health and emotional adjustments.
12. Confer with parents when necessary.
13. Advise administration and faculty on matters of student behavior.
14. Remain available to students so as to provide counseling for an increased personal growth, self-understanding, and maturity.
15. Assist in scheduling students and the setting up of master schedule.
16. Coordinate the secondary testing program and assist the elementary principal in preparing the district testing report.
17. Perform other duties that may be assigned by the supervisor or superintendent.

JOB DESCRIPTION

TITLE: Elementary Guidance Counselor

QUALIFICATIONS:

Certification as a guidance counselor in addition to experience as a classroom teacher.

RESPONSIBLE TO: Elementary Principal

This Person Will:

1. Register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
2. Maintain student records and protect their confidentiality.
3. Work to resolve students' educational handicaps.
4. Coordinate pupil personnel meetings, prepare forms, and provide feedback to district staff.
5. Review student records to assist staff with students' needs.
6. Coordinate, compile, and forward student records to assist in student transfer process.
7. Coordinate annual school achievement test. Distribute, collect, and mail tests to scoring company. Share results with district staff and assist principal in preparing a summary of test results for the elementary.
8. Conduct guidance classes on a six-week basis in primary grades (1-3).
9. Be responsible for child-tracking procedures.
10. Perform other duties that may be assigned by the supervisor or superintendent.