



JOB DESCRIPTION – Guidance Counselor

JOB GOAL:

To assist students regarding their social, academic, physical, emotional, and behavioral development. Serve as a consultant to students, teachers, and parents, as well as provide leadership and organization to all guidance activities with the school.

QUALIFICATIONS:

1. Bachelor’s Degree from an accredited institution.
2. Certified in the appropriate area or willing to work toward certification.
3. Must provide written references upon request from the Superintendent.
4. Must pass a pre-employment drug screen and submit to random drug screenings.
5. Must provide written references upon request from the Superintendent.

REPORTS TO:

School-based Administration (Principal & Assistant Principal)

SUPERVISES:

Staff as Assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of child development, especially of characteristics of children in the age group assigned.
2. Knowledge of prescribed curriculum.
3. Knowledge of current educational research.
4. Basic understanding and knowledge of use of current technology.
5. Knowledge of learning styles and skill in using varied teaching methods to address student learning.
6. Skill in oral and written communication with students, parents, and others.
7. Ability to plan and implement activities for maximum effectiveness.
8. Ability to effectively assess levels of student achievement, analyzes test results, and prescribes actions for improvement.
9. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn.
10. Ability to work effectively with students, peers, parents, administrators, and other stakeholders.

PERFORMANCE RESPONSIBILITIES:

1. Develop guidance programs based on developmental needs of students and school/district priorities.
2. Establish long/short range plans based on student needs, as well as school, district, and state priorities.
3. Prioritize and establish an implementation schedule for counseling and student service programs.
4. Communicate goals/services of counseling programs to school administration, staff, students, and parents.
5. Review, evaluate, and select a variety of materials to support a well-balanced counseling program.
6. Collaborate with school district Mental Health Counselors to assist in meeting student needs.
7. Establish a positive and supportive environment for an effective counseling program.
8. Accept and value students from diverse cultures and treat all students equitably.
9. Arrange the physical environment to facilitate counseling and consultation.
10. Implement, coordinate, and monitor school wide counseling services and activities.
11. Follow established procedures for appropriate intervention in accordance with school, district, and state laws, rules, and policies.
12. Ensure security of student records and testing materials.
13. Manage time effectively.
14. Contribute to the effective operation of the school including participation in school-wide events, committees, and supervisory responsibilities to assure student safety.
15. Demonstrate knowledge of theories, techniques, and instruments used for assessment.
16. Administer tests, as well as interpret and communicate results to stakeholders.
17. Assist administrators, teachers, students, and parents in understanding various assessment data.
18. Exercise confidentiality in the sharing of test results.
19. Use relevant assessment data to make recommendations to all stakeholders.
20. Evaluate counseling program objectives, including using feedback from students, parents, and staff.
21. Demonstrate knowledge and understanding of guidance and counseling principles, programs, and services.
22. Recognize, appreciate, and serve the cultural differences and special needs of individuals and families.
23. Assist students in dealing with family, interpersonal, and educational issues.
24. Recognize overt indicators of student distress/abuse and take appropriate intervention, referral, actions.
25. Provide crisis intervention services, including follow-up services as appropriate.
26. Provide interventions for at-risk students and those with special learning and behavioral needs.
27. At the secondary level, develop with each student a comprehensive educational/career plan which targets high school completion, exploration and requirements of post-secondary opportunities, criteria for scholarships, and financial aid information.
28. At the secondary level, with the local colleges to provide dual enrollment opportunities for students.
29. Consult with students, parents, teachers, and other school staff to assist in meeting needs of students.
30. Provide parents and teachers with suggested strategies to work effectively with their student.
31. Serve as an advocate for students.
32. Work with faculty, staff, and family regarding student attitude, attendance, progress, and performance.
33. Inform teachers and parents of special services available for students.
34. Establish an effective working relationship with outside services and make appropriate referrals for services.
35. Provide information and/or in-service to teachers, administrators, and other school staff.
36. Keep abreast of current trends in counseling, guidance, student/school legal issues.
37. Engage in continuing improvement of professional knowledge and skills.
38. Conduct a personal assessment periodically to determine professional development needs.
39. Maintain professional and ethical standards as outlined by the American School Counselor Association and the Code of Ethics and Principles of Conduct of the Education Profession in Florida.
40. Perform assigned duties and other incidental tasks consistent with the goals and objectives of this position.
41. Comply with policies, procedures, and programs while exercising appropriate professional judgement.
42. Support school improvement initiatives by active participation in school activities, services, and programs.

OTHER DUTIES AND RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Consistently maintain regular punctual attendance and timely completion of assigned duties; work assigned contract and extended days; use of personal leave appropriately.
3. Maintain proper care and safe use of district equipment and property.
4. Participate in required professional development as assigned or approved for professional job growth.
5. Familiar with, and incorporates, the use of technology as job responsibilities require.
6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
2. Maybe medium or heavy work depending on a particular assignment.
3. Sit, stand, and walk for required periods of time.
4. Reach/handle objects

ENVIRONMENTAL DEMANDS:

1. Possible exposure to a variety of childhood and adult illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Function in a workplace that is usually moderately quiet but can be noisy at times.

TERMS OF EMPLOYMENT:

1. Salary and benefits shall be consistent with the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.
2. Length of the work year and hours of employment shall be those established by the Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel in compliance with the negotiated Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein. However, terms, wages, and conditions of employment shall be consistent with the approved Instructional Staff Contract between the Liberty County School Board and the Liberty Education Association.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: