

TITLE

Guidance Counselor

QUALIFICATIONS

- Valid teacher's license with appropriate endorsement; and
- Administrative or supervisory experience in accordance with state law and State Board Rules and Regulations, based on the minimum of a master's degree.

JOB GOAL

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans.

ESSENTIAL FUNCTIONS

- Registers students new to the school and orients them to school procedures;
- Aid students in course and subject selections;
- Maintains student records and protects their confidentiality;
- Works to resolve students' educational benefits;
- Works to discover and develop special abilities of students;
- Works to prevent students from dropping out of school;
- Provides student information to colleges and potential employers according to provisions of the Board's policy on student records;
- Makes recommendations to colleges for admission and scholarships;
- Arranges for tutors and summer school work;
- Guides students in their participation in school and community activities;
- Plans field trips to schools, colleges, and industry for interested students;
- Obtains and disseminates occupational information to students and to classed studying occupations;
- Helps students evaluate career interests and choices;
- Organizes and conducts annual "Career Day";
- Works with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment;
- Provides counseling to students who are referred as having problems in attendance, retention, discipline, and pre-delinquency;
- Confers with parents whenever necessary;
- Interprets the guidance program to the community;
- Provides in-service training in guidance for teachers and student teachers;
- Advises administrators and faculty on the matters of student discipline;
- Assists in the orientation of new faculty members; and
- Performs any other duties assigned by the principal.

PHYSICAL DEMANDS

This job may require lifting or carrying of objects that exceed 10 lbs. Other physical demands that may be required are as follows:

- Kneeling
- Talking
- Hearing
- Seeing

TEMPERAMENT (Personal traits)

- Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
- Adaptability to accepting responsibility for the direction, control, or planning of an activity.
- Adaptability to dealing with students.
- Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

- *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
- *Verbal:* Ability to understand meanings of words and the ideas associated with them.
- *Numerical:* Ability to perform mathematical operations quickly and accurately.
- *Data Perception:* Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal working environment.

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

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