

# USD 313 CERTIFIED STAFF JOB DESCRIPTION

Title: **GUIDANCE COUNSELOR – HIGH SCHOOL**

Reports To: Building Principal

Supervises: Students/assigned staff members

Evaluation: As per Negotiated Agreement

CLASSIFICATION: Exempt

Job Summary:

Through leadership, advocacy, and collaboration, counselors at USD 313 promote student success, provide preventive services, and respond to identified student needs by implementing a comprehensive school counseling program that addresses academic, career, and personal/social development for all students.

Qualifications: Masters degree with appropriate Kansas licensure.

Performance Responsibilities:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of
4. individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
5. Works to discover and develop special abilities of students.
6. Works to address/resolve students' educational handicaps.
7. Registers students new to the school and orients them to school procedures and the school's varied opportunities for learning.
8. Works to prevent students from dropping out of school.
9. Helps students evaluate career interests and choices.
10. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, maturity, and understanding of self and others.
11. 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.
12. Coordinates guidance field trips to schools, colleges, and industry for interested students.
13. Guides students in their participation in school and community activities.
14. Maintains student records and protects their confidentiality.
15. Supervises the preparation and processing of college, scholarship, and employment applications.
16. Makes recommendations to colleges for admissions and scholarships.
17. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
18. Confers with parents whenever necessary.
19. Works with teachers and other staff members to familiarize them with the general range of services offered through the district's K-12 guidance program, and to improve the educational prospects of individual students being counseled.
20. Provides input to administrators and faculty on matters dealing with overall student performance.
21. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
22. Organizes and facilitates implementation of school to career programs.
23. Conduct character education classes that help students become better decision makers if needed.

24. Assists in arrangements for tutors and summer school work.
25. Demonstrates effective human relations and communication skills.
26. Complies with good safety practices.
27. Complies with all district rules, regulations, and policies.
28. Other duties as assigned.

Physical Requirements/Environmental Conditions:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires regular attendance and physical presence at the job.

Approval: 5/13/2013