

GUIDANCE COUNSELOR
(Elementary, Middle and High School)

GENERAL RESPONSIBILITIES

Under the direction of the building principal plans and provides for appropriate services for students. Provide an atmosphere and environment conducive to the intellectual, physical, social and emotional development of all students. Monitor and evaluate student outcomes. Communicate and interact with students, parents, staff and community. Develop, select and modify guidance lessons and materials to meet the needs of all students. Monitor appropriate use and care of equipment, materials and facilities.

ESSENTIAL TASKS (for each grade level)

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide services to students in the areas of academic, personal/social and career development.
- Counsel students individually and in small groups.
- Conduct classroom guidance activities.
- Expose students to career exploration and interest inventories (Kuder, VA Career View, VA View, VA Mentor and Workplace Readiness Skills).
- Review school data frequently to ensure that the school counseling program is meeting the academic, career and personal/social development of all students.
- Prepare reports, records, lists and all other required information and data.
- Encourage teacher/parent communication and community involvement.
- Assist students in conflict resolution.
- Manage crises.
- Assist in the identification of students with special needs.
- Refer students to intervention/remediation programs, as well as, academic and alternative programs to ensure academic success and personal well-being.
- Interpret student records.
- Initiate student programs.
- Refer students to appropriate school personnel and community agencies.
- Participate in SST, Child Study and 504 meetings.
- Participate in parent/teacher conferences.
- Serve as resource for school personnel and parents.
- Maintain a variety of files/records and departmental library of supplementary and reference materials.
- Follow required procedures and practices.
- Submit monthly time and task reports electronically.
- Attend division-wide counselor meetings.
- Participate in professional development activities.
- Perform related work as required.

Elementary School Only

- Develop and maintain an effective school counseling program consistent with the school's mission and goals as mandated by school board policy and the Office of Guidance Services and Student Records.
- Assist the building principal in developing and maintaining an effective educational program.
- Keep the administration and Director of Guidance Services apprised of any problems encountered.
- Explain and interpret division-wide policies, goals and objectives to students, parents, and the community that impact students academic achievement and the school counseling program.
- Maintain an active public relations program for the school's counseling department.
- Plan, organize and direct implementation of all school counseling activities.
- Assist in the individual academic program planning of 5th grade students.
- Serve as the official representative for the department.
- Ensure that building has a Guidance Advisory Committee.
- Serve with parents, faculty and other student groups, as requested, in advancing educational and related activities and objectives.
- Provide in-services for instructional staff.
- Create school counseling calendar.

Middle School Only

- Serve all students, but is specifically responsible for students in counselor caseload.
- Conduct individual student academic program planning.
- Begin 4-yr plans with rising 9th graders, as well as discuss graduation requirements, diploma plans, verified credits, scholarships and financial aid.
- Inform students of all post-secondary options.
- Prepare and inform students for standardize testing (PSAT).
- Inform students about the importance of extracurricular activities.
- Keep the guidance department chair apprised of any problems encountered.
- Participate in department's school counseling activities.
- Participate in counselor-related school/division activities.

High School Only

- Serve all students, but is specifically responsible for students in counselor caseload.
- Conduct individual academic program planning and updating of 4-yr plans.
- Prepare students for graduation including, but not limited to: scheduling, verification of Carnegie units/credits, verified credits, diploma plans and diploma seals.
- Inform students of all post-secondary options.
- Support the scholarship chairperson by promoting scholarships.
- Support the ACCESS Counselor by promoting financial aid services and scholarships.

- Assist students with the college application process (transcripts, essays, letters of recommendations, resume, college fair, etc.).
- Assist students with post-secondary vocational and employment opportunities.
- Inform students about the advantages of higher level courses (AP) and Early College Scholars program.
- Prepare and inform students for standardize testing (PSAT, SAT, ACT, ASVAB).
- Inform students about the importance of extracurricular activities.
- Keep the guidance department chair appraised of any problems encountered.
- Participate in department’s school counseling activities.
- Participate in counselor related school/division activities (graduation, College Night, etc.).

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of counseling theories and skills, group dynamics, and small group processes; extensive knowledge of K-12 child and multi-cultural development; demonstrates working knowledge of the ASCA Model; knowledge of K-12 instructional programs; knowledge of Virginia Standards of Learning; working knowledge of the juvenile justice system and laws that apply to juveniles; thorough knowledge of local, state and federal standards; demonstrates considerable knowledge of FERPA, IDEA, McKinney-Vento Act, ESL and laws concerning student rights and confidentiality, as well as, other state and federal mandates; working knowledge of student database systems; thorough knowledge of standardized testing and procedures and interpretation of scores; working knowledge of gifted and special education programs; knowledge of promotion and retention requirements; excellent oral and written communication and human relations skills; ability to work with administrators, colleagues, central office and school based staff, students, parents and community.

EDUCATION AND EXPERIENCE

Master’s Degree from an approved school counselor education program; or endorsement in school counseling with Virginia certification in school counseling.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license.

FLSA status: Exempt	Description: Dev. 4/08
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