



CERTIFIED JOB DESCRIPTION OF MIDDLE SCHOOL GUIDANCE COUNSELOR

QUALIFICATIONS:

1. Valid Ohio School Counselor Certificate/License.
2. Three years teaching experience.

REPORTS TO:

Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Classroom Guidance.
 - a. Implements varied guidance classroom programs: e.g., study skills, career concerns, in cooperation with other teachers
2. Group Counseling.
 - a. Interpersonal relation skills
 - b. Study skills
 - c. Coping with divorce
 - d. New student groups
 - e. Other
3. Individual Counseling (as determined by student need).
4. Information Services.
 - a. Student records
 - b. Educational opportunities
 - c. Career awareness
 - d. Leisure information
 - e. Personal/social resources
5. Pupil Appraisal and Record keeping.
 - a. Maintenance of appropriate academic and personal information.
 - b. Administration and coordination of standardized testing.

6. Consultation Services with:
 - a. Teachers
 - b. Administrators
 - c. School personnel
 - d. Parent organizations
7. Parent Conferences.
 - a. Counselor-initiated
 - b. Parent-initiated
 - c. Teacher-initiated
 - d. Administrator-initiated
8. Scheduling and Registration.
 - a. Fifth grade orientation
 - b. New student orientation
 - c. Master and student scheduling
 - d. Eighth grade scheduling for High School
9. Community Resource Coordination.
 - a. Identifies and coordinates community resources.
 - b. Suggests referrals to other professionals and agencies as needed.
10. Other duties as assigned by the Superintendent or his/her designee.

CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT: Days and Salary as per Negotiated Agreement

The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.