

JOB TITLE:	GUIDANCE COUNSELOR
QUALIFICATIONS:	A valid Louisiana Teaching Certificate with proper state school counselor certification; a master's degree or higher; three or more years of teaching experience; Licensed Professional Counselor and/or National Board Certified Counselor preferred.
REPORTS TO:	School Principal and the Director of Student Services
SUPERVISES:	Students, para-professionals, and other persons assigned
JOB GOAL:	To provide a comprehensive developmental counseling program within assigned school(s) and to assist students developing their academic ability, social and emotional well-being, career interest, decision making ability, coping skills and personal goals.

MAJOR DUTIES AND RESPONSIBILITIES

- I. Must meet the standards and policies of the revised 1984 Bulletin 741, 1984 Bulletin 1730, 1991 Legislative Act 911, and the ACA Code of Ethics.
- II. Must spend the majority of time on providing direct counseling related to students (1991 Legislative Session, Act 911).
- III. Must do Individual and small group counseling which provides coping strategies, remediation, and/or crisis intervention.
 - A. Major priorities for students
 1. Social and emotional adjustment
 2. Problem solving/decision-making skills
 3. The interpretation of test scores for educational and/or vocational awareness and planning.
 4. Assists with maintenance of student's records (high school only)
 - B. Major priorities for parents
 1. Educational/vocational career information and planning
 2. Family consultation/counseling
 3. Educational workshops, and
 4. Community referrals
- IV. Provide planned individual and classroom guidance activities that are appropriate and provide information and facts relative to the students academic, personal, social, emotional and /or career needs.
- V. School and Community
 - A. Consultation with teachers, administrators, parents and community agencies to create an environment that stimulates growth and learning including:
 1. Conducting professional development workshops with teachers

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and other school personnel such as substance abuse, child abuse, behavior problems, etc.

2. Assisting teachers in working with individual students and groups of students
3. Participating in school committees that address substance abuse, human growth and development, school climate, student behavior and guidance related areas
4. Designing and conducting parent education classes
5. Interpreting student information, such as results of standardized tests
6. Consulting with other specialists such as social workers, psychologists, and representatives from community agencies.

B. Coordination of services including:

1. Assisting parents in gaining access to services needed by students
2. Serving as liaison among the school, home, and community agencies to avoid duplication of efforts in assisting students.
3. Planning, coordinating, and evaluating the school's guidance program's effectiveness
4. Reviewing student cumulative records for the purpose of developing an academic plan and/or a career plan.

TERMS OF EMPLOYMENT

Pay Grade: Teacher Pay Scale

Working Days: 192 (Elementary, Middle) 202 (High School)

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

APPROVED: _____ DATE: _____

REVIEWED AND AGREED TO BY: _____ DATE: _____

WORKING CONDITIONS

The following physical demands/environmental factors are representative. While the general working conditions are not exhaustive, the information is intended to inform all parties. These are not designed to deprive anyone of his/her rights under any state or federal law.

Physical Demands/ Environmental Factors:

Lifting (Medium, 15-44 pounds)

Carrying (Medium, 15-44 pounds)

Kneeling

Speech

Inside

Sitting

Standing

Hearing

Visual acuity

Noise