

Oxford SCHOOL DISTRICT



Job Description:	Guidance Counselor	FLSA Status:	Exempt
Department:	Curriculum and Instruction	Code:	
Location:	Oxford High School	Reports to:	Principal
Position Type:	Full time (207 days)	Version:	

Description of Position: To promote the successful academic, social, physical and emotional development of the student; serves as a liaison among students, parents and school staff to assure the maximum development of the students; assist students in understanding themselves by focusing attention of interests, abilities and needs in relation to home and school.

Essential Duties and Responsibilities

- Works with teachers and other staff members to familiarize them with the range of services available to meet student needs.
- Develop and Implement guidance programs and services based on developmental needs of students, needs assessments, and school and district priorities.
- Develop procedures for program evaluation.
- Establish short and long-range plans based on student needs as well as school, district, and state priorities
- Provides individual counseling.
- Provides group guidance and counseling activities based on the assessed needs of students; group guidance and counseling may include the following topics:
 1. Orientation to the guidance program
 2. Peer pressure
 3. Bullying
 4. Sexual harassment
 5. Stress management
 6. Drug education
 7. Conflict Resolution
 8. Study Skills
 9. National and State Assessments
- Investigates and reports abuse and/or neglect cases.
- Accepts, screens and follows up on referrals from teachers and parents.
- Provides follow up information on all conferences and referrals to involved staff.
- Assists in the interpretation of individual reports to students, parents, and teachers.
- Supervises the maintenance and disposition of student records.

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- Consults with parents, teachers, administrators and other appropriate individuals regarding services and programs available to/for students.
- Interprets test scores to appropriate individuals.
- Works with teachers on effective techniques of conferencing.
- Assists students in making the transition from one level to another and from one school to another.
- Refers students to outside agencies when needed and coordinates the services.
- Maintains knowledge of referral procedures and guidelines.
- Provides resource materials.
- Maintains involvement with school parent associations
- Provides orientation to new students as needed.
- Provides students with information on graduation and college admission requirements.
- Provides information and organizes visitations from college, employers and military.
- Supervises preparation and processing of college scholarship and employment applications.
- Invites community leaders to school functions
- Assists parents in the effective use of referral resources.
- Assist in curriculum development for registration and correct placement of students.
- Provide crisis intervention services including follow-up services as appropriate.
- Keep abreast of current trends in counseling and guidance.
- Participate in meetings, training sessions, and other activities for improvement of professional knowledge and skills.
- Performs other duties as assigned.

Qualifications and Education Requirements

- Holds a minimum of valid AA Mississippi Certificate endorsed in guidance (MS Certification Code 436).
- Two years of teaching experience.
- Meets all requirements as stipulated by the Board of Trustees of the Oxford School District and the Mississippi State Department of Education.

Preferred Skills

- Reads and interprets documents.
- Demonstrates oral and written communication skills.
- Solves practical problems and deals with a variety of situations.
- Establishes and maintains an effective working relationship with staff, students, parents and the

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community. <ul style="list-style-type: none"> • Has the ability to listen on multiple levels. • Maintains confidentiality in all matters. 			
Reviewed By:	Brian Harvey	Date:	3-26-19
Approved By:		Date:	
Last Updated By:	Brian Harvey	Date/Time:	3-26-19

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position. I agree to comply with the Oxford School District policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the laws or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the Oxford School District. All employees are to adhere to the values and ethical standards of the Mississippi Educator Code of Ethics.

(Employee Signature)

(Date)

Oxford School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age disability or veteran status in its programs and activities.