



Brunswick City School District
Certified Staff Job Description
High School Guidance Counselor

QUALIFICATIONS:

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

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Develops, implements, teaches, and revises curriculum related to the competencies of the guidance program.
2. Conducts research in pertinent areas to update and add to curriculum.
3. Plans and participates in parent seminars as related to group guidance curriculum.
4. Assists in the coordination of specific educational options for students.
5. Assists in the coordination of career/occupational domain by supporting career days, shadowing experiences, and mentorships.
6. Assists the Medina County Career Center counselor with recruitment of students to attend the vocational school.
7. Assists teachers in the implementation of special service programs and the mainstreaming of special service students.
8. Assists foreign exchange students attending Brunswick High School.
9. Assists in the area of scholarship and financial aid by helping to compute qualifying scores.
10. Participates in all facets of college application/scholarship/financial aid programs.
11. Masters the computer technology needed to perform daily guidance tasks.
12. Assists in the group registration and the scheduling of "new" students.
13. Assists in the scheduling and registration of all students for the following school year.
14. Assists in the registration of students for summer school.
15. Helps coordinate and carry out student schedule changes.
16. Keeps accurate records in all facets of the guidance program.
17. Assists in the administration of the testing programs assigned to the guidance department.
18. Attends all building and district guidance department meetings.
19. Attends professional conferences, seminars, and earns additional credit to stay current with contemporary issues in the area of guidance.
20. Assists in the preparation of the annual budget for the guidance department.
21. Assists in the development of annual and long-term guidance goals.
22. Submits agenda items for the building and district guidance meeting to the department chairperson.
23. Other duties as assigned by the Superintendent or his/her designee.

CONDUCT:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District (please refer to Board Policy 3122.01).

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: 184 days; salary as per Negotiated Agreement.

The Brunswick City School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status ancestry, genetic information (collectively, "Protected Classes"), or any legally protected category in its programs and activities, including employment opportunities.