

**ISD # 191 Job Description  
(TCHRCOUN)  
JOB TITLE: Guidance Counselor**

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Exempt (Y/N): Yes  
DEPARTMENT: Guidance  
SUPERVISOR: Principal

DATE: October 5, 2006  
OCC NUMBER: 1620, 1621

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**SUMMARY:** Counsels students and provides group educational and vocational guidance services by performing the following duties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following: (other duties may be assigned)

Provides individual counseling on personal, academic, career, and social issues.

Prepares student schedules; makes changes as needed.

Assists in conflict resolution, particularly harassment incidents. Arranges and chairs conferences with teachers and/or parents.

Serves as a member of a Student Assistance Team (SAT Team).

Works with Administration to deliver and assist with orientation and registration.

Administers group testing, particularly any mandatory state-wide yearly tests.

Administers Career Education programs.

Conducts credit evaluation and conversion of credits for graduation or transfer.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibility.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Master's degree in Counseling. Teaching experience desired.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of teachers, students, administration, and the general public.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and

draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current and valid Counseling licensure.

**OTHER SKILLS and ABILITIES:**

- Good organization skills
- Computer skills in word processing and data processing
- Ability to manage multiple tasks and prioritize work
- Ability to maintain regular attendance
- Interpersonal skills, including ability to work well with others, being polite, helpful, courteous and compassionate
- Ability and willingness to follow District rules and policies
- Ability and willingness to follow directives from supervisors

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel objects, tools, or controls. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.