



GREATER Johnstown SCHOOL DISTRICT

Position Description

Title- Guidance Counselor

PDE Aligned CSPG - 076

Reports To: Reports to Building Administration, Assistant Superintendent, Federal Programs / Director of Student Services and/or Superintendent of Schools

Evaluation: PDE 82-3

Job Summary

Utilizing leadership, advocacy and collaboration, school counselors promote success, provide preventive services and respond to identified student needs by implementing a comprehensive school counseling plan that addresses academic, career and personal/social development for all students aligned to Chapter 339 of the Pennsylvania School Code. Furthermore, District counselors will serve as the Powerscheduler for each building in the District.

Grade Level Scope of Certificate

A person holding a valid Pennsylvania certificate for Elementary and Secondary School Counselor is qualified to counsel all children and youth in Pre-kindergarten through 12th grade.

Certification Assignment

An educator holding a valid Pennsylvania certificate for Elementary and Secondary School Counselor is responsible for the development of a comprehensive school counseling program. The certified School Counselor collaborates with others to meet student needs in three areas:

- Academic
- Career Planning
- Personal-Social Development

Academic-

- Interprets cognitive, aptitude and achievement tests.
- Participates in special education individualized education programs (IEP's).
- Assists in the educational placement (transition) of departing students.

Career-Planning-

- Works with career program planning, organization, implementation, administration and evaluation.
- Coordinates student work-release programs in which students meet specific academic and work experience requirements.

Personal-Social Development-

- Conducts classroom guidance activities.
- Provides individual and group counseling related to academic or personal/social development including peer mediation and bullying.
- Provides intervention and prevention.

Certificate Clarification-

These certificates continue to qualify an individual to serve as a school counselor within the grade scope of the certificate:

- Guidance Counselor
- Elementary School Counselor and Secondary School Counselor

Special Considerations-

The certified educator may teach courses/provide services to students, including special education or gifted students, within the scope of the certificate. An educator certified in this field may provide staff development services regarding their collegial studies/skills. An Elementary School Counselor certificate K-6 and Secondary School Counselor certificate 7-12 may be used to serve in grades five (5) through eight (8) in a middle level building.

Qualifications:

1. Pennsylvania Educational Specialist - Pre-K - 12 certification
2. Experience in building master schedules
3. PIMS course coding experience and knowledge
4. Familiarity w/ chapter 339 of the Pennsylvania School Code
5. Elementary or Secondary Certification
6. Participation and Satisfactory Completion of: PowerScheduler *Prepare to Build*, as provided by Pearson Education, Inc.
7. College/Career counseling experience

Essential Functions:

- Implement a developmental guidance program by working with students and teachers.
- Lead, coordinate and manage building SAP Teams.
- Lead, manage and coordinate Advisory Period scheduling and implementation.
- Lead, manage and coordinate Solution Teams Meetings.
- Work with teacher in the development and implementation of a student advisory program in Middle School and High School.
- Provide social, emotional and academic support to students in all buildings as directed by administration.
- Work with other social agencies in the community to provide support to students in need.
- To work with students, teachers and parents to support the academic and emotional needs of students.
- Provide individual and group counseling.
- Consult with parents and teachers regarding individual student needs, make recommendations, referrals and coordinate services for students with outside agencies.
- Encourage students to participate in school and community activities.
- Communicate actively with parents and the community and schedule conferences, as needed, and review academic records with students and parents.
- Assist and coordinate the district testing program, including PSSA, JSSA, PSAT and ASVAB.
- Coordinate and facilitate in school emergency situation.

- Maintain accurate, complete and correct records as required by law, district policy and administrative regulation.
- Strive to maintain and improve professional competence through a planned program of professional development.
- Attend staff meetings and serve on staff committees as required.
- Provide transition / orientation for students entering the school or moving from one level to another.
- Implement group counseling activities for identified students on topics of common concern.
- Consult with administrators and other building personnel related to student issues.
- Obtain and disseminate occupational information to students and classes studying occupations.
- Work to discover and develop special abilities of students.
- Serve as an active member of the Instructional Support Team, CASSP, MDE, IEP, Student Support Teams and Preschool Transition Teams.
- Manage the initial referral process for special education.
- Provide orientation and in-service training in guidance programs for teachers and new staff.
- Coordinate special and seasonal activities.
- Coordinate 504 planning.
- Inform the community regarding the guidance program.
- Schedule students into classes.
- Assist students in course and subject selection, enter course selections into the computer, review and maintain student schedules.
- Be the source of and provide occupational information to students individually and to classes studying occupations.
- Assist students in selecting career pathways based on aptitudes and abilities through individual and group counseling.
- Be the source of, publish, advertise in the daily bulletin and provide necessary scholarship and financial aid information, including forms, fee waivers, etc.
- Provide a monthly Guidance Counselor Newsletter, Senior Source and "Congratulations" list of seniors accepted to post secondary education.
- Serves as the liaison between the community and students for available jobs and/or training/educational programs. Provide summer employment information, interviews, etc.
- Be the source of college and post secondary applications, SAT bulletins and NCAA forms as requested, assist students and parents in the preparation of college, post secondary, scholarship and employment applications, SAT forms and NCAA forms.
- Provide recommendations, as requests, for college and post secondary applications.
- Assist and be a consultant in the development of the curriculum handbook, master schedule and course offerings.
- Meet with military recruiters, college and post secondary school representatives for up-to-date information and programs.
- Be the source of and provide applications for the Greater Johnstown Area Vocational Technical School.
- Calculate GPA's and class rank. Maintain information on a semester/yearly basis.
- Provide summer school/credit recovery information to students and parents.
- Participate in an orientation program for 8th grade students.
- Provide resource materials (books, brochures, videos, internet, computer programs) to access post secondary options and career planning information.
- Coordinate and schedule school/college visitation programs.

- Facilitate experiences for direct exposure to a broad spectrum of careers and programs, summer employment applications, Upward Bound, Governor’s School, Allied Health Career Center, HOBY, Outstanding Young Woman and etc.
- Responsible for PowerScheduler (Scheduler) duties to include the following:
 - Assist the Principal in successfully using PowerSchool to develop the master schedule.
 - Work with the Principal to develop and modify courses
 - Enter and manage student requests, in relation to the master schedule.
 - Develop and utilize *Pre-Build* and *Post-Build* PowerScheduler Reports.
 - Oversee the operation of the Build Function.
 - Oversee the operation of the Loac Function.
 - Oversee the *Interpretation* and *Resolution of Validation Errors* as provided by the PowerScheduler *Build* and *Load* functions.
 - Work in conjunction with other counselors and administrators in student and staff scheduling conflicts.
 - Serve as part of the school’s leadership team providing embedded and ongoing professional development for teachers, staff, and administration, as means to refine their knowledge and skills when utilizing PowerSchool.
 - Participate in all training sessions and activities offered by PowerSchool and the Pearson Education, Inc.
- Plan and conduct Career Days, Career Month, Teen Job Fairs or College Fairs.
- Track vocational students that graduated within the last five (5) years for state reporting purposes.

TERMS OF EMPLOYMENT

- As per the teachers contract
- Length of school year, plus 10 days at per diem rate

Board Approved: 6-23-2017

Board Approved Revision: 11-1-2022