

PERSONNEL

-Certified Personnel-

JOB DESCRIPTION

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| Title | Elementary and/or Middle School Guidance Counselor |
| Qualifications | <ol style="list-style-type: none">1. Holds a valid Kentucky Certificate as a Guidance Counselor2. Has had a minimum of three years of successful teaching experience.3. Has a master's degree with additional graduate course work in guidance counseling or curriculum (preferred).4. Has training and experience in test administration and interpretation.5. Has demonstrated ability to communicate effectively with students, parents, faculty and administration.6. Has experience in or knowledge about working with Special Education Admission and Release Committees. |
| Reports to | Principal |
| Job Goal | To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. |
| Performance Responsibilities | <ol style="list-style-type: none">1. Assists annually in preparation of State required Guidance Plan.2. Assists in an annual evaluation of the program for the State Department of Education.3. Participates with faculty regarding instruction and curriculum development.4. Counsels students regarding strengths and weaknesses and helps them make decisions and choices.5. Attends group guidance sessions.6. Provides personal counseling for the students.7. Is responsible for testing and interpreting the results to students, parents, faculty, and community as appropriate.8. Maintains individual students inventory folders containing results of observations, tests, conferences, counseling session, etc.9. Serves on Admission and Release Committee for Special Education placement.10. Makes referrals to school supportive services and community agencies as appropriate.11. Obtains and distributes current information regarding career and environmental education and the training necessary for each. |

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Job Description (Continued)

Performance

Responsibilities (Continued)

12. Cooperates with teachers and principals regarding students with special attendance and behavioral problems.
13. Assists students and faculty in the evaluation of guidance services.
14. Assists in the planning of in-service education programs.
15. Performs other duties consistent with the position assigned as may be requested by the Principal

Physical

Qualifications:

Shall have the ability to sit, lift, stoop, push, pull, any and all body movement as relates to the job description.