GUIDANCE COUNSELOR, DISTRICT WIDE

QUALIFICATIONS
Possess a valid state certificate endorsed in guidance (MS Certification Code 436) and three or more years teaching experience

REPORTS TO
Building Principal

SUPERVISES
N/A

JOB GOAL
To help students overcome problems that impede learning and assist them in adjusting socially and educationally.

ESSENTIAL FUNCTIONS
Assists with the interpretation of the school’s objectives to parents, students, and the community.
Works with teachers and other staff members to familiarize them with the range of services available to meet student’s needs.
Counsels students and families.
Supervises the administration of standardized tests.
Assists students, teachers, and parents in evaluating and interpreting test scores and offers suggestions for improvement.
Focuses on preventive aspects of counseling.
Identifies and evaluates the needs of students.
Refers students to outside agencies when needed and coordinates the services.
Assists teachers in working with or counseling students to bring about positive behavioral changes.
Works with teachers on effective techniques of conferencing.
Assists parents with understanding nutritional needs, time management, child supervision, good hygiene practices, and homework assistance.
Visits homes to assess student needs and makes parental contacts.
Investigates and reports abuse and/or neglect cases.
Notifies parents when students are absent or tardy excessively.
Registers new and late enrollees.
Raises awareness of students with regard to various careers and goal setting.
Performs other related duties as requested or assigned.

EVALUATION
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.
SALARY INFORMATION
    Classification: Guidance Counselor, Elementary
    Scale: Teacher
    Grade: A – AAAA
    Days Employed: 187
    Range: $36,611.56 - $73,200.54
    Overtime: Exempt

CODES
    MS Personnel/Accreditation Data: 601005 (Counselor – Non CTE – Elementary)
    JPSD Job Position Title: C3434