



MIDDLE AND HIGH SCHOOL GUIDANCE COUNSELOR

QUALIFICATIONS:

1. Master's degree in School Counseling
2. MS Certification as a 436 School Guidance Counselor.

REPORTS TO: School Principal

JOB GOAL: To provide students, parents, administrators, and other teaching staff with information on career and or educational opportunities; administer and interpret career assessment tools; and assist students in developing educational and occupational goals and plans.

TYPICAL DUTIES AND RESPONSIBILITIES: Such duties and responsibilities as may be assigned, including but not limited to:

1. Develops and implements a guidance program which addresses student and instructional program needs
2. Provides individual and group counseling with students and consultation with parents, teachers, administrators, and agency personnel
3. Interprets test data to students, parents, teachers, administrators and other staff members working with students
4. Plans jointly with teachers' remediation for student problems that interfere with mastery of basic skills
5. Assists students in selecting appropriate educational activities, evaluating their programs, making intelligent occupational choices, and selecting sound courses of action in their lives
6. Provides referral, placement and follow-up assistance when needed
7. Handles record keeping and other routine duties in an accurate and timely manner
8. Serves as a school site point of contact for homeless and foster care students.
9. Keeps current with information, materials, and concepts relative to satisfactory job performance.
10. Works cooperatively with teachers, other counselors, and administrators toward attaining the objectives of the school district.
11. Strives for personal and professional growth that will enhance the effectiveness of the total guidance program.
12. Continually updates and re-evaluates the guidance program to meet the needs of the school, community, and students
13. Assists with the registration and orientation of students who are new to the school regarding procedures and educational opportunities.
14. Assists with the school district's dropout prevention efforts.
15. Serves as a ready resource to students to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
16. Plans and coordinates field trips to institutions of higher learning, businesses and other organizations related to guidance responsibilities.

17. Assists in the orientation of new teachers, and provides in-service training in guidance.
18. Assists students in evaluating students' aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in developing education and occupation plans consistent with such evaluation.
19. Assists students in making course and subject selections, as well as with evaluating career interests and choices.
20. Assists in the scheduling of classes.
21. Obtains and disseminates information regarding occupational opportunities to students and to classes studying occupations.
22. Assists students with admissions, scholarship and identifying employment opportunities.
23. Coordinates with administrators and other teaching staff members to ascertain individual student's abilities and needs, including students with special needs, and to familiarize stakeholders with guidance services.
24. Researches educational and career opportunities, and coordinates with teachers, college and university personnel, resource specialists, and business and community organizations for the purpose of providing information, and making recommendations.
25. Organizes and maintains a system for accurate and complete record-keeping and providing student information to prospective colleges and employers, as required by district procedures and applicable laws.
26. Encourages parental involvement in students' education and ensures effective communication with students and parents.
27. Performs other tasks, as assigned by the Principal and other administrators, as designated by the Superintendent.
28. Demonstrates prompt and regular attendance.
29. Supports the Meridian Public School District Mission, Vision, and Strategic Plan.

TERMS OF EMPLOYMENT: Salary is based on the teacher pay scale, reporting eight hours per day for 199 (Middle) or 210 (High school) days per year.

EVALUATION: Annually