

JOB DESCRIPTION

TITLE: High School Counselor

QUALIFICATIONS: Illinois School Service Personnel with Guidance/Counseling Endorsement

REPORTS TO: School Principal

POSITION DESCRIPTION:

Under the direction of the principal, provide leadership, develop the curriculum and instructional program, and assist in developing the academic/social development and activities for students.

PERFORMANCE RESPONSIBILITIES:

1. Aids students in course and subject selection.
2. Obtains and disseminates occupational information to students and classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities by interpreting individual standardized test scores and other pertinent data and working with them to develop education and occupation plans for such evaluation.
4. Works to resolve students' educational handicaps.
5. Registers students new to the school and orients them to school procedures and varied learning opportunities.
6. Works to prevent students from dropping out of school.
7. Helps students evaluate career interests and choices.
8. Remains readily available to students to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
9. Monitors students' attendance and meets with students and parents who are truant or have attendance problems.
10. Works with students on an individual basis to solve personal problems related to issues such as home and family relations, health, and emotional adjustment.
11. Plans guidance field trips to schools, colleges, and industry for interested students.
12. Maintains student records and protects their confidentiality.
13. Supervises preparing and processing college, scholarship, and employment applications.
14. Makes recommendations to colleges for admissions and scholarships.
15. Provides student information to colleges and potential employers according to provisions of the Board's policy on student records.
16. Confers with parents whenever necessary.
17. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.

18. Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
19. Organizes and conducts annual "Career Day."
20. Coordinate student assistance program.

TERMS OF EMPLOYMENT: Salary, benefits, and work year as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by the Principal.