

**FIRELANDS LOCAL SCHOOL DISTRICT  
JOB DESCRIPTION**

**Title:** GUIDANCE/SCHOOL COUNSELOR

**File 301**

**Reports to:** Assigned administrator/supervisor

**Job Objective:** Plans/implements a comprehensive developmental guidance and counseling program consistent with the district's mission and mandated requirements.

**Minimum Qualifications:**

- Valid state department of education license/certificate as determined at the time of appointment.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Maintains confidentiality. Accepts personal responsibility for decisions/conduct.
- Exhibits effective time management and resourceful problem-solving skills.
- Passes all state background check requirements. Maintains a record free of criminal violations that would prohibit public school employment.
- Meets mandated health screening requirements following a conditional offer of employment.
- Shows evidence of core computer competencies deemed essential at the time of hire.

**Essential Functions:**

**1. Provides preventive and developmental counseling to help students enhance decision-making skills that support academic, personal, and social growth.**

- Assists with program planning. Identifies opportunities to enhance student learning.
- Helps develop a master schedule. Guides students in course selection/graduation requirements.
- Keeps current with intervention design research and contributes to the collaborative development of dropout prevention, re-entry and school completion strategies for at-risk students.
- Monitors student attendance/performance data to identify students struggling academically.
- Documents observations of students in classroom and other program settings.
- Investigates student concerns (e.g., abuse/neglect, attendance, discrimination, domestic violence, emotional/behavioral issues, poverty, pregnancy/parenting, self-esteem, substance abuse, etc.).
- Allots time for individual/group counseling. Helps students acquire/improve personal skills (e.g., accountability, interpersonal communication, responsible behavior, self-confidence, etc.).
- Participates in a differentiated referral system (i.e., informal intervention process) that allows staff/parents to request an evaluation and/or consultation for non-disabled students.
- Resolves problems that impede student learning. Identifies teaching techniques, interventions and aligned resources best suited for each student.
- Writes Section 504 plans. Serves as a parent/staff resource for 504 plan implementation.
- Provides opportunities for students to participate in an inclusive educational environment.
- Monitors intervention efficacy. Recommends modifications as needed to improve outcomes.
- Advocates for students. Observes student demeanor. Investigates/reports atypical behavior.
- Helps students make appropriate choices and grow academically. Promotes creativity, cultural awareness, democratic values, ethical conduct, self-reliance and reflective problem-solving skills.
- Helps coordinate state-mandated testing programs. Maintains test security. Analyzes test results.
- Facilitates student learning activities that encourage teamwork and positive peer relationships.
- Assists with drug/harassment/violence prevention and school safety programs.

***Additional Elementary-Level and Intermediate/Middle Duties:***

- Implements structured student character education and career exploration activities. Helps students understand academic requirements associated with vocational objectives and the interrelationships of good citizenship, school, work and family life.
- Facilitates student transitions (e.g., program placements, promotion to the next grade level, etc.).

***Additional High School-Level Duties:***

- Facilitates student transitions (e.g., alternative programs, promotion/graduation, school to work, post-secondary program enrollment, employment, etc.).
- Guides students in the investigation of individualized educational, vocational and personal goals.
- Helps students identify personal competencies/interests. Helps students use career-focused resource materials to understand academic requirements associated with vocational objectives.
- Provides employment and post-secondary training information (e.g., college, university, technical, proprietary schools; military services, etc.). Updates scholarships and financial aid information.
- Serves as a contact person and helps students enroll in the joint vocational school.

**2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.**

- Complies with the *Licensure Code of Professional Conduct for Ohio Educators*, drug-free workplace rules, board policies and administrative guidelines/procedures.
- Contributes to an effective and positive work/learning environment. Performs all assigned duties.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Encourages community participation in school-sponsored activities.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Participates in the development of best practices and advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Actively participates in staff meetings, conferences and other required school activities.
- Communicates program objectives/performance expectations to students/parents and staff.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Refers district policy interpretation questions to an appropriate administrator.
- Uses active listening/problem-solving techniques. Respects diversity. Resolves issues tactfully.

**4. Pursues opportunities to enhance professional performance.**

- Participates in training to keep current with professional standards associated with work duties.
- Updates skills as needed to use available task-appropriate technology effectively.
- Works toward mastery of individualized development/performance goals as directed.

**5. Takes precautions to ensure safety. Helps manage/eliminate risks.**

- Implements effective pupil management procedures. Provides appropriate student supervision.
- Maintains high standards for appropriate conduct. Recognizes and responds to prevent aggressive behavior or harassment. Complies with district procedures and federal/state laws when dealing with discrimination and suspected child abuse/neglect.

**6. Performs other specific job-related duties as directed.**

- Assists with unexpected/urgent situations as needed.
- Helps implement workplace initiatives that advance district goals.

**Working Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with all mandated safety regulations and follow district protocols when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Firelands Local School District Board of Education.

The Firelands Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.

Revised: July 15, 2013