

SCHOOL CITY OF WHITING

Position Title: HS/MS Guidance Counselor

Department: Middle/High School

Reports To: Principal

Pay/Benefits: See certified handbook

PURPOSE OF POSITION:

To provide a comprehensive counseling program for students and to specifically provide services to meet the needs of assigned students; consult with teachers, staff and parents to enhance effectiveness in helping students; and to provide support to other high school educational programs.

QUALIFICATIONS:

- Possesses an Indiana teaching license and a secondary school counselors certification
- Has knowledge of counseling techniques and strategies; legal mandates; classroom instructional interventions and behavioral management techniques
- Provides individual and group counseling; provides staff development activities on pertinent topics
- Familiarity of Special Education Services
- Effective communication with students, parents, teachers, administrators, community, staff, etc; and problem solves and provides assistance in areas requiring conflict resolution

RESPONSIBILITIES:

- Provides individual and group counseling to students relative to academic, social, behavioral, vocational or other personal problems
- Develops recommendations and interventions for classroom teachers, aides, and parents
- Provides crisis intervention assistance to schools and students regarding emergencies
- Provides tobacco cessations instruction
- Assists teachers in developing classroom group counseling/discussion skills through modeling of social skills and self-esteem building
- Provides staff development training on pertinent topics of special interest to staff and students
- Acts as a liaison between teachers, parents and administrators
- Refers parents to outside agencies as appropriate
- Conducts parent meetings and trainings as appropriate
- Serves on committees to develop programs, program goals and objective
- Keeps current on available resources provided by community agencies
- Advises students regarding college majors, admission requirements, entrance exams, financial aid, trade or technical schools, and apprenticeship programs.
- Assists students in developing job search skills, such as resume writing and interviewing techniques
- Observes children during class and confers with their teachers and parents to evaluate the children's strengths, problems, or special needs.
- Works with teachers and administrators, making sure that the curriculum addresses both the academic and the developmental needs of students.
- Assists students to understand and deal with social, behavioral, and personal problems
- Provides students with the life skills needed to deal with problems before they worsen and to enhance students' personal, social, and academic growth.
- Provides special services, including alcohol and drug prevention programs and conflict resolution classes

- Identifies cases of domestic abuse and other family problems that can affect a student's development.
- Interacts with students individually, in small groups, or as an entire class
- Consults and collaborates with parents, teachers, school administrators, school psychologists, medical professionals, and social workers to develop and implement strategies to help students succeed
- Performs all other duties assigned by the Principal

PHYSICAL REQUIREMENTS:

- Requires physical exertion to manually move, lift, carry, push or pull heavy objects or materials up to 20 pounds
- Requires prolonged sitting, stooping, standing, kneeling, crawling, bending, turning, and reaching.
- Requires regular attendance and/or physical presence at the job