

**JOB DESCRIPTION  
GUIDANCE COUNSELOR**

4a.

---

**TITLE:** Guidance Counselor

**QUALIFICATIONS:**

- License commensurate with Mississippi Department of Education requirements.
- Good physical condition with ability to lift 10 pounds

**REPORTS TO:** Building Principal and Director of Student Services

**JOB GOAL:**

The Guidance Counselor is a facilitator of student learning, who, as a member of the educational team, is committed to improving the learning process by promoting the social, emotional, moral, and mental well-being of the students and striving to fulfill the philosophy of the school, within the policies established by the Board of Trustees. To function effectively the counselor must work cooperatively with students, teachers, administrators, parents/guardians, citizens and organizations in the community.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops an exemplary guidance program for the assigned school(s).
2. Facilitates meetings with teachers, parents, and students to explain guidance services.
3. Provides both group and individual counseling sessions for students as appropriate.
4. Assists students with academic and/or personal problems on an as needed basis.
5. Coordinates district and state testing programs as warranted.
6. Disseminates counseling-guidance information and coordination of career information.
7. Consults with resource personnel.
8. Participates in parent conferences as needed.
9. Assists in scheduling and transitioning new students as required by the school.
10. Disseminates information and orientation of students making transitions from elementary school to middle school and middle school to high school.
11. Provides student financial aid applications; assistance with college entrance and college scholarship applications and provision of written recommendations if applicable.
12. Provides student assistance in making vocational choices and in seeking employment opportunities.
13. Coordinates cumulative and permanent records.
14. Implements crisis intervention strategies and prevention counseling.
15. Consults and collaborates with teachers, administrators, parents and community leaders.
16. Performs other duties as assigned by administration.

**TERMS OF EMPLOYMENT:** 195-215 days (as determined by Job Assignment)  
**Certified/Exempt**

**EVALUATION:** Performance of this job will be evaluated by the supervising administrator.

**Approved by the School Board on: July 11, 2006  
June 10, 2008  
July 15, 2025**