

JOB DESCRIPTION – GUIDANCE COUNSELOR

JOB TITLE: Guidance Counselor
DEPARTMENT: Chequamegon School District
REPORTS TO: Building Principal
WORKERS SUPERVISED: None
POSITION SUMMARY: Counsel students and provide group educational and career guidance services.

QUALIFICATIONS:

Education: Master’s degree or higher.

License/Certification: A valid Wisconsin Department of Public Instruction certification to practice as a K-12 Guidance Counselor. Any other alternatives to these qualifications as the Board of Education may find appropriate and acceptable.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the district.

ESSENTIAL JOB FUNCTIONS/TASKS:

1. Pays special attention to any student problems, learning or otherwise, and communicates referral and/or concerns to the building principal.
2. Assists the administration in implementing all policies and rules governing student life and conduct.
3. Communicates building and scheduling concerns directly to building principal.
4. Attends staff meetings and serves on staff committees as required.
5. Communicates with parents/guardians with regard to students’ academic, social, emotional and physical growth, including interpretation of student achievement in an understandable fashion.
6. Coordinates school and community resources to promote a positive learning and living environment for all students.
7. Assists the student in the comprehensive study of various career paths and the educational experiences and achievement necessary to pursue various vocations.
8. Provides assistance to students with special needs to the extent of his/her training and refers as necessary to other mental health agencies.
9. Encourages communication between and among staff members so that the best interests of students are served; the counselor shall serve as a resource for teachers in guidance related areas.

JOB DESCRIPTION – GUIDANCE COUNSELOR

10. Develops educational strategies to meet the needs of individual students who are experiencing difficulties.
11. Provides individual counseling to students.
12. Informs staff, parents, and students about standardized testing programs and interpretation of results.
13. Assists with programs on topics such as death, divorce, abuse, and chemical dependency.
14. Develops a network of community referral agencies to provide services to individual students who have evidenced need.
15. Uses positive reinforcement, coaching, facilitation skills, and individual and group guidance to help students learn and grow to their fullest potential.
16. Assists in supervision of students at all times during the work day.
17. Coordinates standardized testing.
18. Performs other duties as assigned by the building principal.
19. Develops master schedule under direction of building principal.

ESSENTIAL REQUIREMENTS:

Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Concern for Others — Job requires being aware of others' needs and feelings and being understanding and helpful on the job.

Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.

Integrity — Job requires being honest and ethical.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Initiative — Job requires a willingness to take on responsibilities and challenges.

Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Social Orientation — Job requires preferring to work with others rather than alone and being personally connected with others on the job.

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to protect students, equipment, materials and facilities.

JOB DESCRIPTION – GUIDANCE COUNSELOR

KNOWLEDGE:

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Computers and Electronics — Knowledge of technology, electronic equipment, and computer hardware and software, including applications and programming.

Competencies – School counselor performance standards (as established by ASCA) are:

Program Organization — The professional school counselor plans, organizes and delivers the school counseling program.

School Guidance Curriculum Delivered to all Students — The professional school counselor implements the school guidance curriculum through the use of effective instructional skills and careful planning of structured group sessions for all students.

Individual Student Planning — The professional school counselor implements the individual planning component by guiding individual and groups of students and their parents or guardians through the development of educational and career plans.

Responsive Services — The professional school counselor provides responsive services through the effective use of individual and small-group counseling, consultation and referral skills.

JOB DESCRIPTION – GUIDANCE COUNSELOR

Systems Support — The professional school counselor provides system support through effective school counseling program management and support for other educational programs.

Advisory Council — The professional school counselor is responsible for establishing and convening an advisory council for the school counseling program.

Use of Data — The professional school counselor collects and analyzes data to guide program direction and emphasis.

Results Evaluation — The professional school counselor develops a results evaluation for the program.

Program Audit — The professional school counselor conducts a yearly program audit.

Infusing Themes – The professional school counselor is a student advocate, leader, collaborator and a systems change agent.

Documenting/Recording Information – Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Maintain Confidentiality – With contacts in and outside the district.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date