

Cottonwood Joint School District No. 242

**District Guidance Counselor
Job Description**

EDUCATIONAL DEVELOPMENT

CAREER DEVELOPMENT

PERSONAL AND SOCIAL DEVELOPMENT

QUALIFICATIONS:

1. Must possess appropriate credentials for guidance and counseling as determined by the State Board of Education.
2. Must be a strong child advocate with an understanding and empathetic attitude about the concerns and problems faced by school students.
3. Must be knowledgeable about current guidance and counseling strategies and techniques as they apply to the educational, career and personal and social domains in the total educational program for students.
4. Must be willing to become involved with faculty, parents and students as a means of working through academic, social and personal student problems.

REPORTS TO: The building principal.

JOB GOALS: To become directly involved with each student's total educational program and to provide counseling and guidance in the academic, career, and social and personal domains as a means of insuring success in that program.

To work directly with faculty, administration, parents and students in providing a curriculum and services that will insure a productive and enjoyable learning experience leading to high school graduation and the development of capable, moral and productive citizens.

PERFORMANCE RESPONSIBILITIES: The District Guidance Counselor will:

1. Work diligently as a child advocate in the school system to help provide an educational environment that will insure that each child is able to attain the maximum benefits through personalized opportunities and without undue interference from external factors.
2. Develop and implement a comprehensive guidance and counseling curriculum for grades 9-12 that will identify competencies or outcome objectives to be achieved at each level of training.
3. Establish and utilize a Guidance and Counseling Advisory Committee to assist in the development of the program philosophy and curriculum through a community needs assessment and other appropriate methodologies.

4. Actively involve both students and parents in the development of a four year academic and activity program for each student.
5. Integrate, with the cooperation of the faculties, the guidance and counseling curriculum into the overall high school curriculum.
6. Maintain a system of communication with staff, students, parents and the community to apprise them of current guidance and counseling activities and resources.
7. Work cooperatively with the Jr. Sr. High school principal in providing an orientation program (including Freshman registration) that will enhance the transition from the Jr. high to the high school.
8. Assist the staff in identifying students at risk and to work with both the staff and the student's parents in the development of a program designed to reduce the levels of risk involved.
9. Work with the Special Programs Director, the Special Education staff and the Title I staff to provide the special help required for students in these programs.
10. Provide personal counseling in group or individual settings for those students either needing or wanting help with social, personal or educational problems.
11. Provide, with the assistance of other mental health professionals, crisis counseling for students during and following situations that might cause mental or psychological anguish.
12. Take prime responsibility for the school's standardized testing program, including scheduling, administering, and interpreting test results for students, staff and parents.
13. Assist with data analysis from standardized testing and other sources that can be used in program and curriculum development.
14. Work directly with the faculty in the development of a comprehensive career education program which involves each subject area and/or course.
15. Assist students (and their parents) in gathering information and completing applications for jobs, college, scholarships and financial aid requests.
16. Assist the principal in the development of the master schedule and in registering students.
17. Provide a tracking system to insure that all students remain on track for graduation according to their individual four-year plan.
18. Develop a follow-up student for use in program and curriculum development that will track each student exiting the high school (other than those who transfer to another high school) for a four year period of time.
19. Participate in appropriate professional development activities in order to maintain currency and competency in the field of guidance and counseling.

20. Other such reasonable tasks pertaining to the guidance and counseling field that may be assigned by the administration.

TERMS OF EMPLOYMENT: The district counselor will be contracted for 186 days, including legal holidays, each school year. Duties may require up to two day prior to the beginning of school for student registration. The contract salary will be in accordance with the certified salary schedule.

EVALUATION: Performance evaluations will be made by the Jr. Sr. high school principal in accordance with district procedure. This job description shall serve as a guide in the evaluation process.