

GUIDANCE COUNSELOR

Qualifications: Certification as required by the New York State Department of Education. Masters Degree with Advanced Certification in School Counseling. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Building Principal

Essential Job Function-Distinguishing Features of the Class:

The primary function of the school guidance counselor is to act as the students advocate in the interrelated areas of personal development, social growth and educational planning. The Guidance Counselor also helps students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

Performance Responsibilities-Typical Work Activities:

1. Aids students in course and subject selection.
2. Assists in obtaining and disseminating occupational information to students and to classes studying occupations.
3. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and works with students in evolving education and occupation plans in terms of such evaluation.
4. Works with the Committee on Special Education to help discover and develop special abilities of students.
5. Works with the Committee on Special Education to help resolve student's educational handicaps.
6. Orients new students to school procedures and the school's varied opportunities for learning.
7. Works to prevent students from dropping out of school.
8. Helps students evaluate career interests and choices.
9. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
10. Works with student on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
11. Plans field trips to schools, colleges, and industry for interested students.
12. Guides students in their participation in school and community activities.
13. Maintains student records and protects their confidentiality when possible.
14. Supervises the preparation and processing of college, scholarship, and employment applications.
15. Makes recommendations to colleges for admissions and scholarships
16. Assists administration in implementation of school rules and policies.
17. Provides student information to colleges and potential employers according to provisions of the Board of Education policy on student records.

18. Confers with parents whenever necessary.
19. Works with teachers and other staff members to familiarize them with the general range of services offered by the student support services.
20. Takes an active role in interpreting the school's objectives to students, parents, and the community.
21. As necessary, school contacts may be made with the following: Committee on Special Education, home, host and BOCES School Administrators, and support personnel.
22. As necessary, agency contact may be made to: act as liaison, gain and provide information, and initiate referrals.
23. Interprets the guidance program to the community.

Terms of Employment: 10 month position

Evaluation: Performance is evaluated by the Building Principal

This description is intended to identify minimum qualifications to perform the responsibilities required by the position and to provide illustrative duties. It is not necessarily an all-inclusive list of specific duties.

5/2014