



**TITLE: GUIDANCE COUNSELOR**

**MINIMUM QUALIFICATIONS:**

1. Master's degree from an accredited College or University with a major in guidance and counseling and course work in psychology, testing and measurement, sociology, and education.
2. A teacher's certificate or fulfillment of requirements for certification.
3. A certificate as a guidance counselor.
4. A minimum of three years of teaching experience or has worked in counseling outside of education.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO: Principal**

**JOB GOALS:** To help students overcome problems that impede learning and assist them in making educational, occupational, and life plans that holds promise for their personnel fulfillment as mature and responsible men and women.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist 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 educational and occupational plans in terms of such evaluation.
2. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.
3. Takes an active role in interpreting the school objectives to students, parents, and the community at large.
4. Works with teachers and other staff members to familiarize them with the general range of services offered by the student personnel services department, and to improve the educational prospects of individual students being counseled.
5. Supervises the preparation and processing of college, scholarships, and employment applications.
6. Initiates, assembles, maintains, and interprets accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records for assigned students.
7. Registers students.
8. Schedule interviews.
9. Makes and receives referrals.
10. Arranges parent-teacher-student-counselor conferences.

11. Attends staff meetings.
12. Carries on routine correspondence.
13. Schedules career speakers.
14. Provides career guidance for all grades.
15. Prepares bulletin board with occupational and educational information.
16. Makes drop-out report.
17. Conducts educational evaluations and test interpretations.
18. Serves as a resource person.
19. Summarizes counselor's activities at the end of each month.
20. Conducts group guidance sessions.
21. Preview records.
22. Reviews teacher recommendation for scheduling.
23. Attends in-service program for counselors.
24. Organizes guidance committee.
25. Organizes group guidance sessions to meet the needs of students.
26. Processes recommendations for college.
27. Initiates a check of all cumulative records to see that there is a record for each student.
28. Conducts group guidance sessions on job interviewing skills such as role playing and simulated interviews.
29. Reviews second semester guidance program.
30. Re-evaluates students' grades (ninth through twelfth who failed unit courses).
31. Contacts parents by letter or telephone on first semester failures.
32. Schedules second interview with students in grades 9, 10, 11, and 12. (Secondary)
33. Implements Leader-In-Me program (Elementary)
34. Plans and directs in-service workshops with teachers.
35. Counsels with students receiving failing marks first semester.
36. Makes arrangements for testing schedules: Local, State, ACT, SAT, etc.
37. Plans orientation for feeder schools.
38. Organizes for subject choice and distribution.
39. Arranges group sessions and/or individual conference for selection of courses.
40. Possesses subject choice card information for administrators.
41. Assist students with financial aid information.
42. Assist students with college applications.
43. Conducts follow-up on graduate and drop-outs.
44. Attends Area PGA Workshop.
45. Finalizes pre-registration data for coming year.
46. Administers needs assessment.
47. Gives out summer school information.
48. Notifies grade level failures.
49. Makes adjustments on students' choice cards.
50. Register students for summer school.
51. Assists with creating student schedules.
52. Supervises sending of transcripts and/or records.
53. Order materials for next year.
54. Evaluates guidance program.
55. Writes annual evaluation report.
56. Prioritizes guidance objectives for the next school year.
57. Performs other duties as required.

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**

**TERMS OF EMPLOYMENT:** The Board of Trustees will set the terms of employment for each Guidance Counselor annually.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.