

HIGH SCHOOL COUNSELOR

- TITLE:** High School Counselor
- REPORTS TO:** Building Principal
- SUPERVISES:** N/A
- JOB FUNCTION:** To provide the best functional guidance program possible under the direction of the principal, the Associate Director for Pupil Personnel and Guidance Services, and other administrative personnel.

DUTIES AND RESPONSIBILITIES:

- Provides counseling services using his/her competencies and professional knowledge in an effort to assist the student to:
 - understand and accept himself as an individual, thus leading to development of self-awareness
 - develop personal decision-making competencies that are important to the decision-making process
 - to develop the ability to resolve problems
 - counsels parents to assume responsibility for their decisions and the consequences resulting from them.

- Assists in providing student appraisal procedures by:
 - organizing, developing, collecting, studying, and using pertinent appraisal data as bases for stimulating the intellectual, career, and personality development of each student;
 - interpreting the implications of appraisal data to teachers and administrators;
 - helping teachers develop competencies in student appraisal procedures;
 - working with school administrators to develop conditions conducive to the operation of an effective program of student appraisal procedures.

- Assists in providing informational procedures by:
 - organizing, collecting, disseminating, and interpreting pertinent educational and occupational information for use by students, parents, and school staff.
 - developing suitable plans and procedures for effective group guidance activities;
 - planning with teachers for the development and use of units of instruction that relate to the goals of guidance;
 - developing student competencies in using information more effectively to attain their personal goals.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Assists in procedures concerning realistic placement of students considering his interests, stage of development, and program offerings by:
 - participating with the school staff in providing accurate and proper grouping procedures for all students;
 - helping students in making informed choices of subjects that relate to his future goals;
 - identifying school related and community related activities in keeping with student interests and encouraging student participation in those activities.

- Assists in providing referral services for students by:
 - utilizing special services available through the Department of Pupil Personnel and Guidance Services and the Department of Instructional Improvement Services that relate to all special needs of students;
 - utilizing special services available through the various community agencies;
 - assuring accuracy and completeness of data that accompanies the request for referral services;
 - making parents aware of the available referral services and encourage utilization of these services whenever it seems appropriate;
 - encouraging the development and/or extension of community agencies for meeting special student needs that are not already adequately met.

- Assists in providing evaluation and research data by:
 - developing suitable plans and procedures for continuous evaluation of the effectiveness of the work of the counselor;
 - developing suitable plans and procedures for continuous evaluations of the effectiveness of the total guidance program;
 - cooperating with local, state, federal, and university-sponsored guidance research studies when appropriately related and properly coordinated.

- Performs certain other tasks that are supportive and complementary to the total guidance program in the school by:
 - participating in programs of orientation for students, being especially concerned with articulation;
 - providing and receiving consultative assistance concerning student growth and development;
 - participating in curricular planning and revision with special focus on the student-centered point of view;
 - developing plans for continuing on-the-job professional improvement.

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DUTIES AND RESPONSIBILITIES (CONT.)

- Maintains regular attendance
- Performs other duties as assigned

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Master's Degree
- Three years successful teaching experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Teaching Certificate.
- Certification as a High School Guidance Counselor

Original Date: _____

Revision Date: 03/1995

Revision Date: 07/2012