

GUIDANCE SPECIALIST

TITLE: Guidance Specialist

REPORTS TO: Principal

SUPERVISES: N/A

JOB FUNCTION: Provides a functional, comprehensive program of direct services for all children utilizing the expertise gained through professional training in the areas of school counseling, school social work or school psychology. These services will emphasize counseling children; consultation with teachers, parents and other significant adults; and coordinating a variety of activities and functions related to the academic, social, emotional and physical needs of students.

DUTIES AND RESPONSIBILITIES:

- Counsels children, individually and in small groups, concerning a variety of developmental tasks and problems
- Provides prevention programs through classroom guidance activities
- Consults with teachers and parents about children's needs, concerns and academic issues
- Collaborates with school staff and community representatives in assessing student needs and utilizes the data to plan and evaluate the guidance program
- Coordinates with faculty, parents, attendance personnel and District Court to correct the attendance problems of truant students
- Provides home visits as needed to assess family circumstances and make needed referrals to community resources for problems interfering with the child's academic progress, social, emotional or physical development
- Serves as a resource person on the Special Education Admissions and Release Committee when appropriate
- Refers students to the proper authorities for child abuse or neglect when suspicion exists and provides support services to those children as needed

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DUTIES AND RESPONSIBILITIES (CONT.):

- Assists or serves as the coordinator of testing and interprets test data to teachers and parents as needed
- Consults with teachers in planning and providing classroom guidance activities
- Assists new students with orientation and acclimation to their new school environment
- Selects and purchases program materials and manages their budget allocation
- Selects and attends professional development as required by the State and District
- 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:

- Masters' Degree in either School Counseling, Social Work or School Psychology
- Three years of professional social work, teaching, or counseling experience is preferred.

LICENSES AND OTHER REQUIREMENTS:

- School Counseling Certification, School Social Work Certification or School Psychology Certification is required.

Original Date: _____

Revision Date: 02/1997

Revision Date: 03/2009

Revision Date: 07/2012