

## ADEL DESOTO MINBURN SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE High School Guidance Counselor

#### QUALIFICATIONS

1. Valid guidance counselor certificate.
2. Master's Degree representing course work in the principles and practices of educational guidance; educational testing and measurement; counseling; the organization and administration of guidance services; and the psychology of learning.

REPORTS TO Building Principal

JOB GOAL Work with students, parents, staff and administration in assisting students in the development of the knowledge, skills and habits necessary to become and successful and productive individuals.

#### PERFORMANCE RESPONSIBILITIES

1. Provides counseling services to high school students.
2. Aids students in course and subject selection.
3. Maintains and reviews transcripts and cumulative files for students.
4. Monitors student progress toward graduation.
5. Coordinates standardized testing.
6. Assists students in interpreting and applying the results of standardized tests.
7. Provides career counseling for students not planning on attending a college or other post-secondary education.
8. Assists students in selection of post-secondary education and the application process.
9. Assists students in applying for financial aid and scholarships.
10. Posts scholarship information on website.
11. Coordinates college visits.
12. Provides employment information to students.
13. Assists students who opt for early graduation.
14. Writes recommendations and letters of reference for students when requested.
15. Meets with students individually or in small groups to discuss issues that affect them personally, socially or academically.
16. Works with students and families to improve attendance or academic performance.
17. Registers new students and assists in their transition.
18. Assists high school students with registration and course selection.

19. Assists students and families in working with outside agencies for accessing services for students and families.
20. Refers students to alternative educational programs.
21. Assists parent and staff communication on student progress and grades.
22. Works with teachers on academic issues in the classroom.
23. Works with local agencies, the School Resource Officer and Juvenile Court Liaison on truancy and attendance issues.
24. Coordinates education information with alternative placement contacts.
25. Attends IEP and special education meetings.
26. Attends BAT meetings.
27. Coordinates 504 meetings and writes plans.
28. Promotes and coordinates school/community/business partnerships.
29. Participates in faculty committees, curriculum, and other developmental programs and sponsors students activities as necessary.
30. Coordinates peer helper program and orientation.
31. Trains and coordinates Resistance Skill Leader program and coordinates with middle school counselor.
32. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
33. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on July 9, 2007

Revised April 2010