

# Stark County District #100 Guidance Counselor Job Description

## Qualifications

- a) Hold a master's degree in school counseling from an accredited college or university.
- b) Meet the certification requirements from the Illinois State Board of Education.

## Primary Functions

- a) Assist students in the areas of academic and career planning and in social/emotional development.
- b) Provide individual and small group counseling in a variety of settings.
- c) Consult and collaborate with teachers, staff and parents in understanding and meeting the needs of students in the school setting.
- d) Make appropriate referrals of students and parents to outside agencies and specialists.
- e) Participate in activities that contribute to the effective operation of the school.
- f) Plan, evaluate and make recommendations for the revision of the school counseling program.
- g) Pursue continuous professional growth to stay abreast of the field.
- h) Promote an understanding and appreciation of diverse populations and cultures.
- i) Monitor and advise students and their parents as to progress toward promotion/graduation.
- j) Prepare students for the transition to the next level: high school and post high school activities.
- k) Educate and work with students and staff to identify and prevent potentially dangerous hazards.
- l) Work with school officials and provide a reasonable time table for correction of specific hazardous situations and/or conditions.
- m) Inspect work area on a regular basis for risks or hazards.
- n) Assume other responsibilities as defined in the Program or as may be assigned by the superintendent.

## Major Job Responsibilities

### A. Counseling

- Provide individual planning sessions to students in the areas of academic planning and success, career awareness and social/emotional development in accordance with planned objectives for grade level.
- Conduct structured goal-oriented counseling sessions in systematic response to identified needs of groups of children. Themes include academic skill building, social skill development, career awareness, conflict resolution, family issues and making healthy choices.
- Assist in the transition to middle school, high school and to post high school options.
- Interpret tests, student data and other assessment results appropriately in the counseling environment.
- Provide individual counseling in response to student needs/requests.

### B. Consulting

- Provide information and skills to parents, school staff, administration and the community to assist them in helping students in academic, career and social development.
- Take a leadership role in the infusion of counseling content into the curriculum, staff development and parent education programs.
- Assist parents in addressing school related problems and issues. Refer students and their parents, as needed, to appropriate specialists, special programs and/or outside agencies.

- Inform students and their parents as to pertinent test results and their implications for educational and career planning.

### C. Coordinating

- Promote the coordination of school activities and resources and communicate between and among home, school, community agencies and business and industry.
- Advocate for equal access to programs and services for all students.
- Plan and coordinate programs such as career and college fairs, scholarships, and other extensions of the counseling curriculum.
- Coordinate parent education programs to assist students in making a smooth transition from elementary to middle school, middle school to the high school and in planning post high school options.

### D. Curriculum Management

- Design, deliver, evaluate and revise a planned sequential and developmentally appropriate school counseling curriculum to include lessons in academic success, career awareness and planning and personal/social growth and understanding.
- Deliver the curriculum in a systematic manner using diverse strategies and settings.
- Facilitate the instructional process in collaboration with school and community resources.

### E. Individual Planning

- Systematically develop and evaluate planning for high school and post high school on an annual basis through individual planning which results in a written career/educational plan for each student.
- Oversee the District's Credit Recovery Program
- Oversee all student course scheduling

### F. Managing

- Review the school counseling program annually with administrators. Establish a planning calendar for activities.
- Plan, implement, maintain and evaluate the systems necessary for the support, maintenance and improvement of the school counseling program.
- Activities include but are not limited to preparation of budget, production of printed materials, guides, etc. that support the program.
- Contribute to a program of public relations.
- Articulate the school counseling program to students, parents, teachers staff and community.
- Develop and maintain skills needed to utilize technology systems and participate in professional development activities.

### G. School System

- Participate in school decision making and in activities, which contribute to the effective operation of the school.
- Cooperate and collaborate with other professionals in enhancing the education of students.
- Communicate with the administrators, teachers and staff, parents and students as to the role of the school counseling program in the overall educational process of the school.

### H. Professionalism

- Adhere to the ethical standards of state and national school counselor associations.
- Adhere to preferred practices prescribed by state and national school counselor associations.
- Demonstrate knowledge of local policies and state and federal laws pertaining to school counseling.
- Demonstrate personal growth and professional development.