

Custer School District

JOB DESCRIPTION

TITLE: Counselors

QUALIFICATIONS: State Guidance Counselor Certification

REPORTS TO: Building Principal

JOB GOAL: To provide guidance to students in overcoming problems that impede learning and to assist them, in collaboration with parents, in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women. The elementary counselor seeks to facilitate the child's transition from home to school and assists the students with the development of a positive self-concept. The middle school counselor seeks to assist students with their academic, social, emotional, and physical growth. At the high school level, the counselor's goal is not only to help students deal with problems and concerns that may impede learning, but to also help each student build life and career planning skills that will see them beyond high school graduation.

PERFORMANCE RESPONSIBILITIES:

- Operates from a belief in the worth and uniqueness of individuals.
- Facilitates verbal and nonverbal communication with students, staff, parents and community, home and school.
- Displays empathy and promotes positive attitudes.
- Seeks input from students, parents, teachers, administrators, and other outside sources as necessary.
- Establishes and maintains appropriate counseling techniques within ethical standards.
- Uses individualized and group counseling techniques effectively.
- Maintains confidentiality.
- Uses materials, activities, and processes appropriate to address the needs and development levels of students.
- Makes appropriate referrals of students.
- Assists students in friend and family relationships.
- Assists students in developing life and career planning skills.
- Facilitates students in exploring career options.
- Determines and evaluates objectives and program priorities by assessing needs from data.
- Obtains, interprets, and disseminates relevant appraisal data.
- Models and promotes effective communication.
- Communicates the needs of the schools and students to the Principal.
- Develops positive public relations with community and media.
- Maintains composure in the face of adversity.
- Works collaboratively with others, developing positive working relationships.
- Provides the proper learning environment through motivational techniques.
- Continues professional development to ensure staying current on educational issues.
- Regular attendance is a requirement of the job.
- Must be able to perform essential job functions.
- Performs other duties as required by the Middle School/High School Principal.

TERM OF EMPLOYMENT: As per the Negotiated Agreement with an additional stipend for additional workdays.

EVALUATION: Performance of this job will be evaluated by the Building Principal.