

**EDMONSON COUNTY PUBLIC SCHOOLS
CERTIFIED JOB DESCRIPTION**

TITLE: GUIDANCE COUNSELOR

PRIMARY SUPERVISOR: PRINCIPAL

QUALIFICATIONS:

1. Shall hold a bachelor's degree or higher and the required Kentucky certificate for the assigned position.
2. Shall demonstrate the ability work effectively with students, peers and adults.
3. Shall demonstrate the ability to communicate effectively with students, parents and faculty.

JOB GOAL:

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women and to assist the principal in administering the school in a manner consistent with the district's and principal's beliefs, philosophy, policies, procedures and directives.

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GENERAL DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall determine appropriate action within clearly defined guidelines.
2. Shall present a positive image of the school to parents, and convey to them the school's genuine concern with the education, growth and development of each student.
3. Shall seek to establish friendly and cooperative partnerships between home and school.
4. Shall work to develop a positive public relationship between the school district and the community.
5. Shall carry out assignments in a timely manner without undue checking.
6. Shall react positively to directives.
7. Shall have a willingness to cooperate with the superintendent, district administrators, principals and staff.
8. Shall maintain the confidentiality, both verbally and in written form, of each student's educational record.
9. Shall strive to maintain and improve professional competence.
10. Shall take necessary precautions to protect students, equipment, materials and facilities.
11. Shall adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES:

1. Shall register students new to the school and orient them to school procedures and the school's varied opportunities for learning.
2. Shall aid students in course and subject selection. (6 – 12)
3. Shall maintain student records and protects their confidentiality and advise the principal on matters relating to computerized student record keeping.

(CONTINUED)

TITLE: GUIDANCE COUNSELOR

SPECIFIC DUTIES and PERFORMANCE RESPONSIBILITIES: (Continued)

4. Shall work to resolve student's educational handicaps by applying proper diagnostic techniques and planning their educational programs.
5. Shall work to discover and develop special abilities of students.
6. Shall work with teachers, parents and students to assist in achieving annual academic goals.
7. Shall guide students in their selection of school and community activities in which to participate.
8. Shall obtain and disseminate occupational information to students and to classes studying occupations.
9. Shall help students evaluate career interests and choices.
10. Shall work with students on an individual basis in the solution of personal problems related to such problems as home and family relations, health, and emotional adjustment.
11. Shall confer with parents whenever necessary.
12. Shall assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in evolving education and occupation plans in terms of such evaluation.
13. Shall interpret the guidance program to the cp