

WESTWOOD HEIGHTS SCHOOLS
JOB DESCRIPTION
MIDDLE/HIGH SCHOOL GUIDANCE COUNSELOR

QUALIFICATIONS

- (1) Must currently possess and maintain proper certification as established by state law and the Michigan Department of Education.
- (2) Must meet any additional qualifications set by the district

Reports to: High School Principal

Job Goal: To assist students in the developmental processes in intellectual, social and personal growth and to assist high school students in making informed and individually appropriate social, educational and vocational choices.

RESPONSIBILITIES

PROFESSIONAL GROWTH

The Guidance Counselor shall:

- 1. Participate in professional growth activities and complete a professional development plan.
- 2. Attend professional conferences and workshops related to the overall guidance program.

ACADEMIC DEVELOPMENT

The Guidance Counselor shall:

- 1. Meet with students prior to and during the registration process, inform the students of classes relative to course selection and assist the administration in the registration and scheduling process.
- 2. Conduct follow-up meetings with students after the master schedule is developed to make any necessary changes in students' schedules.
- 3. Conduct orientation meetings with all eight grade school students to provide information regarding class offerings and registration procedures.
- 4. Provide individual counseling for students regarding scheduling upon request of the student or his/her parent/guardian.
- 5. Make recommendations to students regarding class selections that take into consideration the student's abilities, background and interests. The recommendation may be made by means of small group and/or individual meetings or other methods recommended by teachers.
- 6. Meet with students individually or in groups to discuss credits, courses and entrance exams required by colleges and technical schools.
- 7. Advise students regarding the accuracy and completeness of records and credits and perform periodic credit checks from grades nine through 12 with emphasis on the senior year.
- 8. Provide written contact and telephone calls to parents/guardians of senior students who are deficient in their credit status.
- 9. Assist students with enrollment at participating post-secondary institutions.

10. Provide information to students needing to attend summer programs to make up credit deficiencies.
11. Coordinate homebound, Seat-Time Waiver and Dual-Enrollment for students who qualify. Track and report progress of these students as required.
12. Assist new, transfer and foreign exchange students in enrollment, registration, class selection, grades in progress and the transfer of credits. He/she shall conduct a screening of cumulative records and/or parent/guardian/student interviews of all students new to the school.
13. Evaluate credits from outside sources.
14. Coordinate the testing program at the middle/high school and compile and disseminate test results to appropriate personnel, students and parents/guardians.
15. Be responsible for assisting the administration in the compilation of a course description booklet and the distribution booklet of this booklet to every student in the high school.
16. Be available for parent conference in conjunction with the regular school-wide conference.
17. Assist students with placement in GASC Technology Courses.
18. Submit Clearing House Information
19. Conduct Parent Nights for Seniors, ACT Prep and Testing, Athletic Requirement for Colleges, Financial Aid, etc.
20. Maintain scheduling for student enrollment and scheduling changes throughout the year.
21. Maintain up-to-date State graduation requirements

PERSONAL DEVELOPMENT

The Guidance Counselor Shall:

1. Provide individual and/or group counseling in areas dealing with alcohol, tobacco and other drugs/alcohol and other drug addiction issues, family relationships, financial problems, school attendance and peer relationships.
2. Coordinate the peer mediation program at the high school.
3. Facilitate student involvement in appropriate remedial classes or alternative education programs.
4. Participate in multidisciplinary activities for selected students by contacting and meeting with special education staff members. He/she shall contribute information in the areas of academic achievement in regular education classes, professional impressions of the student based on observations in interviews and make available information about the student provided to the district by outside agencies.
5. Assist special education staff members in screening special education referrals by providing background information.
6. Act as a referral agent in the regular education staffing by receiving referrals from staff, making contact with the student and appropriate community resources and outside agencies, such as adolescent day treatment programs, hospital-based counseling programs and County Protective Services.
7. Assist students in alternative education programs by receiving referrals from administrators, teachers, parents/guardians and students.
8. Assist students in alternative education programs by receiving referrals from administrators, teachers, parents/guardians and students.
9. Help resolve student/teacher conflict by meeting with the student(s) and the teacher individually or in groups to determine the nature and extent of the problem and to outline possible remedial strategies.

CAREER DEVELOPMENT

The High School Guidance Counselor

1. Direct students to provide them with sources of vocational/technical, career, college, military information and work.
2. Maintain a library of catalogs, pamphlets and directories from colleges, technical schools and military academies. This information shall include forms, scholarship information, financial aid information, military services information and occupational briefs.
3. Provide newsletters and updates for the school website and other information to parents/guardians and students that relate to testing dates, college visitation dates, deadlines for filing applications, presentations that are held for career speakers and dates of military recruiter visits.
4. Coordinate military career activities.
5. Direct students to appropriate Internet sites that allow students to conduct their own interest inventories and secure information about an array of vocational, career and post high school experiences.
6. Organize, interpret and administer interest and achievement testing for students.
7. Coordinate the College Fair.
8. Coordinate individual visits from college representatives.
9. Initiate contacts with professionals in the community and arrange for students to job shadow.
10. Assist outside agencies visiting the school and speaking to groups of interested students. This shall include military, college and technical school representative and representatives of careers available without post-secondary training.
11. Process post-secondary and scholarship applications.
12. Write letters of recommendation for students who want to enter post-secondary institutions or are applying for jobs.
13. Prepare and process scholarship materials; establish, organize and meet with scholarship committees; make scholarship applications available to students; and guide students through the total process.
14. Maintain information on institutions that offer scholarships.
15. Be responsible for programming meetings with the parents/guardians of seniors to explain financial aid.

OTHER

The Guidance Counselor shall perform such other tasks and assume such other responsibilities as may, from, time to time, be assigned by the supervisor.