



Job Description

Title:	Guidance Counselor
Qualifications:	SC Educators Certificate with certification in Guidance. Masters in Guidance and Counseling with two years of teaching experience; or any equivalent training and experience which provides the required knowledge, skills and abilities.
Reports To:	Principal
Terms:	240
Pay Scale:	Guidance
FLSA Status:	Exempt

Essential Responsibilities:

- Implements the school's guidance curriculum. Develops and conducts developmental guidance lessons in the classroom and in large groups; facilitates the integration of the guidance curriculum into the educational curricula; selects topics and resources consistent with school identified objectives. Implements and evaluates yearly goals
- Conducts orientation activities for new students; provides grade level transitional activities.
- Assists students in developing an educational plan. Assists with the placement and scheduling of students; assists teachers in early identification of learning problems.
- Assists students with course selections that are appropriate for graduation requirements and career plans. Accepts teacher referrals of students who are having problems at school.
- Interprets standardized test results; assists the administration with state mandated and school testing programs.
- Conducts counseling sessions in response to identified needs of individuals and groups of students through individual counseling, crisis intervention and the formation and facilitation of student group activities. Counsels on various student issues including poor performance, advocacy, mediation of teacher-student differences, personal problems and concerns such as family issues, abuse, pregnancy, depression, substance abuse, relationships, peer group issues, etc.
- Responds to crisis situations to include altercations, illnesses or deaths, suspected child abuse and mandatory reporting of same. Assists administrators and teachers in obtaining psychological services for students. Responds to all situations in a timely manner; works with outside agencies in securing services for students.
- Maintains records based on legal and ethical guidelines to document interactions, interventions, and decisions. Maintains and updates permanent records. Refers

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students and parents to community agencies, programs, or specialists as appropriate. Maintains a listing of district and community resources, consults and coordinates with community social service agencies.

- Responsible for the dissemination of career information and post high school education opportunities. Explores and evaluates student education, interest, skill, and personality traits and arranges for aptitude tests to assist students in setting realistic academic and career goals. Assists College bound and non-college bound students with career decisions.
- Coordinates career fair and employer information sessions. Coordinates college or trade school visits and tours. Works with students to develop job-search skills and provide assistance in locating and applying for jobs. Provides scholarship and financial aid information.
- Consults with and serves as a resource for teachers, staff, and parents regarding the developmental needs of students; conducts and facilitates conferences and in-service programs. Conducts or provides opportunities for parent education programs. Promotes public awareness of guidance services.
- Operates within the established school policies and procedures. Provides support for other school programs and personnel. Attends meetings, conferences, and in-service trainings to keep abreast of best practices and professional trends.
- Willingly performs other duties as assigned or requested by Principal.

Additional Duties:

Performs other related tasks as assigned by the Superintendent or other district office administrators as designated by the Superintendent.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write routine reports and correspondence. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

Other Skills and Abilities:

Ability to pass a District typing test. Ability to operate a personal computer and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in

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writing. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision. Employee must have the ability to tell where a sound is coming from and distinguish between bells, buzzers, beeps, etc.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The employee is continuously interacting with the public and staff.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

EEO STATEMENT

Marlboro County School District is an Equal Opportunity Employer and does not discriminate based on age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

SIGNATURES:

_____ Date: _____

_____ Date: _____

_____ Date: _____

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