

# WARREN COUNTY PUBLIC SCHOOLS

<b>JOB TITLE:</b>	Guidance Counselor <i>Elementary School/Middle School/High</i>
<b>JOB CLASS CODE:</b>	1050
<b>CLASSIFIED/CERTIFIED:</b>	Certified
<b>REPORTS TO:</b>	Principal
<b>SALARY SCHEDULE:</b>	Certified Salary Schedule <i>Salary based on Rank and experience</i>
<b>FLSA STATUS:</b>	Exempt

## REQUIRED QUALIFICATIONS

KY certification for counselor
Degree and experience commensurate with job description in appropriate grade level
Effective communication skills

## DESIRED QUALIFICATIONS

Experience in a diverse workplace
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## SCOPE OF RESPONSIBILITIES

The counselor is responsible for the development of a guidance program at the local school level that will implement the District's guidance plans. Counselors will assist all students to develop skills in the areas of personal-social growth, educational planning, and career and vocational development; may also coordinate and direct activities of clerical assistants

## PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Demonstrates competence in the knowledge of legal and ethical counseling standards (American Association for Counseling and Development) and consistently applies these standards throughout the delivery of services
Coordinates the implementation of the overall guidance program and assists in the coordination of student services
Performs health services, if needed, for which training will be provided
Directs maintenance of the local school permanent record system and interprets permanent record data to parents, students and teachers
Collaborates with staff on the master schedule, registers/transitions/orients students into the most appropriate instructional program/classroom setting, makes necessary schedule adjustments to meet individual needs and ensures the District's compliance with federal, state and local school mandates
Plans, implements and evaluates a developmental, preventative group guidance program which enhances the school consolidated plan
Assists in developing the local school guidance plan and develops activities and resources to implement and evaluate the guidance program and provides program information to students, parents and staff; involves other school staff in guidance-related decision making processes
Provides individual, small group and classroom guidance and counseling for students, parents and staff to promote student success in academics, career and personal/social development
Consults with and provides individual counseling for students, parents and teachers regarding student progress, special needs and abilities and preventive and positive approaches to discipline to help meet developmental, preventative and remedial needs of students
Works to promote student success and improve student attendance by counseling students, contacting parents and making referrals to in-District and outside resources; coordinates and refers students to the District's optional, alternative, G.E.D., and Independent Study programs, as needed

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Promotes positive school-community relationships through active participation in school and civic organizations and functions
Coordinates the student state and District testing programs and assists with interpreting the test data and in collecting, maintaining and disseminating other student data
Certifies students' progression towards graduation; e.g., calculates accumulated credits, grade point averages and class standings; records test information and determines promotion and retention decisions
Assists students in making successful educational and vocational choices, helps students meet their special needs through referral to appropriate community agencies, businesses and organizations, and conducts appropriate follow-up activities, as required
Provides recommendations to colleges, post-secondary schools, scholarship sources and employers; assists in the maintenance of the College Entrance Testing Program and provides scholarship and financial aid information to students
Assumes responsibility for administration of the school in the absence of the Principal or Assistant Principal
Upgrades his/her professional growth and development
Meets professional duties and responsibilities as assigned and performs other duties assigned by the Superintendent or Principal

## PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

## TERMS OF EMPLOYMENT

Number of days worked will be determined by the current school calendar adopted by the Warren County Board of Education. Salary shall be commensurate with the adopted certified personnel salary schedule. Additional duties may be assigned upon the recommendation of the Principal and approval of the Superintendent. Increments for additional duties will be set on the district salary schedule approved by the Board of Education. Leave accrual will be as stated in Board Policy.

## EVALUATION

Performance of this job will be evaluated in accordance with the provision of Warren County Board of Education policy on evaluation of classified/certified personnel. Evaluations will be conducted by the Principal or their designated assistant.

I, \_\_\_\_\_, have read and understand the terms  
(name of employee) set forth in this job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date