

TITLE: Guidance Counselor

QUALIFICATIONS: Valid Alabama Educators Certificate endorsed in school counseling and/or State of Alabama School Counseling Certificate

REPORTS TO: Principal

JOB GOAL: To help students develop skills in the areas of personal/social growth, education planning, and career development that will contribute to their growth as mature and responsible members of society.

Job Duties:

1. Provide comprehensive, developmental counseling and guidance services to all children.
2. Develop, implement, and evaluate local school counseling and guidance programs.
3. Develop activities schedules, and resources to implement and evaluate approved programs.
4. Assist teachers, parents, and students in determining the needs of each student by providing student appraisal services.
5. Provide orientation for new students and parents.
6. Serve as building coordinator for the state testing program.
7. Administer tests and analyze and interpret test results to provide information about educational, career, and personal/social needs.
8. Assist with placement and follow-up services for students.
9. Assist students in selecting programs of study to enhance career planning.
10. Analyze and interpret test results to teachers, parents, and students to provide information about abilities, achievement, interest, and needs.
11. Assist teachers in identifying student deficiencies.
12. Assist teachers in planning programs of study for students.
13. Develop and implement programs for group counseling.
14. Assist students in building self-esteem and developing decision-making, problem solving, and positive human relations skills.
15. Assist students in developing skills to understand their interests, aptitudes, and values.
16. Participate in activities which contribute to the effective operation of the school and system including serving as a member of various committees.
17. Consult with parents, teachers, and community resources about the special needs of students and makes referrals as appropriate.

18. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
19. Attend staff meetings, as required, and serve on staff committees as assigned.
20. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
21. Perform other duties as may be assigned.

Essential Duties

Job description are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

TERMS OF EMPLOYMENT: 9-Month 10-Month 11-Month 12-Month

EXPECTED WORKDAY: 8-Hours

SALARY: According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

EVALUATION: Shall be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel and **State Requirements**

Reviewed and agreed to by: _____ Date _____
Employee

Principal/Program Coordinator _____
Initials

Human Resource _____
Initials

BOARD APPROVED: 2/16/16