

**JOB DESCRIPTION**

**GUIDANCE COUNSELOR – CENTRAL SCHOOL**

**Title:** Guidance Counselor

**Qualifications:** School Counselor Certification

**Reports to:** Principal and Administrator in Charge of Special Services

**Job Goal:** To work with students, parents, teachers, school administrators, and other professionals to provide students with the best possible resources and services to develop academically, personally, and socially.

**PERFORMANCE RESPONSIBILITIES:**

To register, orientate, develop schedule form and conduct skills assessment for all new students.

To prepare all transcripts and other relevant materials for students transferring out of the district.

To process all application requirements, including references, test results, etc., for students applying to private schools.

To set-up all standardized test procedures for grades 6, 7, and 8, including teacher monitor schedules, distribution and preparation of materials, submission of tests for scoring and make-up as well as maintaining test results.

To establish the parent/teacher conference schedule and to review parent/teacher reports both during scheduled conferences and throughout the school year.

To serve as the contact person and direct liaison between high school/vocational school staff and 8<sup>th</sup> grade teachers, eg., arrange group visits to the high school/vocational school,

To conduct student orientation to Central School for Grade 5.

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To attend transition meeting for all special education students moving to the high school.

To work with the Principal and the teachers in dealing with crisis situations.

To consult with the Child Study Team regarding special reports.

To screen report cards to identify areas of concern with regard to student progress and initiate communication with teachers. To follow-through on incomplete grades.

To counsel students having academic/personal problems on an as needed basis or in accordance with the student's IEP.

To conduct counseling sessions with students in grades 6-8 regarding stress situations, academic achievement, and behavioral patterns and student responsibilities at school and at home.

To conduct individual/small group counseling sessions with any student in grade 6-8 as required.

To meet with 8<sup>th</sup> grade students in small groups to facilitate their transition to high school.

To teach the guidance curriculum to 6<sup>th</sup> and 7<sup>th</sup> grade students.

To coordinate home instruction or bedside instruction for students as needed.

**EVALUATION:**

An annual performance review will be conducted annually by the school principal according to Policy 5130.

**Reviewed and readopted: June 11, 2012**  
**Adopted: November 12, 1979**