



JOB TITLE	DEPARTMENT	REPORTS TO
Certified School Counselor	School Based	Principal/Director

Position No: 61231, 61232, 61233	Length of Work Year: 10, 11, or 12 Months
Salary Schedule: IN10, IN11, IN12	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 4/10/14

JOB GOAL
To assist in the needs of the student in growth and development - social, academic, physical, emotional and behavioral. Serves as a consultant to the student, teacher and parents, and provides leadership and organization to all guidance activities within the school.

MINIMUM QUALIFICATIONS
1. Master's Degree or higher with certification in Guidance and Counseling
2. A minimum of three years successful teaching experience preferred.
3. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
1. To serve as a liaison for special services that students may require.
2. To provide counseling to meet individual and group needs.
3. To provide guidance activities within the classroom.
4. To assist parents and faculty to understand individual pupil's growth and development.
5. To provide an orientation program for new students and their parents.
6. To maintain and interpret comprehensive information about each student.
7. To coordinate with ESE personnel referrals for services.
8. To develop the opportunity for open rapport between school and home.
9. To administer standardized tests to individuals and groups of students and interpret these test data to students, parents, teachers and administrators.
10. To assist students to obtain personal, social, educational and occupational information.
11. To maintain and promptly submit accurate, complete, and correct records as required by law, District policy, and administrative regulations.
12. To perform assigned tasks in a timely and efficient manner.
13. To perform assigned tasks with a high standard of quality.
14. To perform other duties as assigned by the Principal or Superintendent.

PHYSICAL DEMAND CLASS:
Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.