



JOB TITLE	DEPARTMENT	REPORTS TO
Guidance Director, High School	School Based	Principal

Position No: 61205	Length of Work Year: 11 or 12 Months
Salary Schedule: IN11, IN12	Date Approved: 8/26/97
FSLA: Exempt	Date Revised:

JOB GOAL
To coordinate guidance functions.

MINIMUM QUALIFICATIONS

1. Master's Degree with certification in Guidance and Counseling.
2. Three years successful secondary guidance experience.
3. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES

1. To direct the Guidance Department and provide leadership for the guidance program.
2. To serve as liaison between parents, teachers, guidance department and school administration for any special services which students may require.
3. To aid in the solution of schedule conflicts between students, teachers, parents and other personnel.
4. To coordinate the interpretation of test results.
5. To coordinate the maintenance of and interpretation of comprehensive information about each student.
6. To verify that every student has a timely credit check each year.
7. To set up a program for orientation and registration of students.
8. To coordinate the occupational specialist's activities in the school.
9. To maintain and promptly submit accurate and complete records as required by law, district policy and administrative regulations.
10. To assist counselors in providing counseling to meet the needs of individuals and groups within the school.
11. To perform assigned tasks in a timely and efficient manner.
12. To perform assigned tasks with a high standard of quality.
13. To perform other duties and responsibilities 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.