

## JOB DESCRIPTION

TITLE: Counselor

QUALIFICATIONS: Set by State Certification Authorities

GOAL: To provide an effective guidance service to meet the needs of students and faculty

### SPECIFIC RESPONSIBILITIES:

#### A. Contracts and relationships

##### 1. Supervisory

###### a. Supervision received

1. Directly: Principal

2. Indirectly: Advisory personnel

###### b. Supervision exercised

1. Directly: N/A

2. Indirectly: N/A

##### 2. Organizational

###### a. Internal

1. Continuous contact with principal, students, and faculty

2. Frequent contact with Director of Academic Affairs and advisory personnel

3. Occasional contact with Superintendent

###### b. External

1. Continuous contact: N/A

2. Frequent contact with community and professional agencies and universities

3. Occasional contact with parents

#### B. Functions

##### 1. Planning

a. Plan program of self-improvement and professional growth

b. Plan a structured program of individual and group counseling

c. Plan guidance activities for students, teachers, parents and community agencies

d. Establish referral channels with professional agencies

e. Organize diagnostic tools for use in analysis of pupil difficulties and skills

f. Assess annual budgetary needs for processing by the principal

g. Prepare purchase requisition for all counseling materials for processing by the principal

h. Plan public relations activities for the counseling branch of the school

i. Make recommendations to the principal for policy changes when necessary

##### 2. Implementation

a. Provide a structured program of individual counseling based upon sound planning procedures

- b. Provide group counseling which emphasizes personal growth, positive attitudes, and improvement of communication and relationships
  - c. Act as consultant for faculty where individual and group problems exist beyond the scope of teacher expertise
  - d. Consult with appropriate personnel and agencies on behalf of student
  - e. Supervise the guidance activities for students that involve the student, teacher, parent, and community agencies
  - f. Maintain a referral process within and outside the school system to assist students
  - g. Provide a testing program whereby testing is coordinated and scores are interpreted
  - h. Provide information regarding placement services that assist students in the process of locating employment or furthering educational development
  - i. Participate in professional growth activities
  - j. Provide statistical and demographic reports upon request
  - k. Foster positive relationships with parents and patrons of the school by reporting pupil progress, academic problems, and behavioral problems
  - l. Perform all other duties as required
3. Control
- a. Conduct follow-up programs on students taking advantage of counseling services
  - b. Maintain accurate and timely records of counseling activities for audit
  - c. Monitor procedures relative to counseling administration
  - d. Revise aforementioned procedures when needed under the supervision of the school principal

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Employee's Signature

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Date