

TITLE: GUIDANCE COUNSELOR (FLSA EXEMPT)

Competencies and Performance Standards will be used for counselor evaluation in conjunction with measures of student growth. Measures of student growth will be aligned with the Richland Parish Public School System's accountability measures as outlined in the Louisiana Accountability System.

OVERVIEW OF THE POSITION: To plan and implement a program which creates an environment where students can learn and develop optimally. To administer tests, interpret scores, and maintain other records pertinent to better understanding of student achievement and potential. To assist individual students through the counseling relationship to utilize their own resources and environmental opportunities in the process of self-understanding, planning, decision making, and coping with problems relative to student developmental needs and vocational and educational decisions.

Domain 1: Planning and Preparation- 1C-Setting Instructional Outcomes

- The counselor values, sequences and aligns curriculum enabling students to build their understanding of important ideas from concept to concept.
- The counselor designs and structures lessons so that learner outcomes are at an appropriate cognitive level.
- The counselor writes and plans multi-disciplinary outcomes for student learning, not student activity.
- The counselor differentiates outcomes and instruction for students of varied abilities.
- The counselor creates and/or uses a variety of assessment tools that are curriculum-aligned and challenging.

Domain 2: The Classroom Environment- 2C-Managing Classroom Procedures

- The counselor helps students to develop skills to work purposefully and cooperatively in groups.
- The counselor facilitates lessons that engage students in different types of activities-large groups, small groups and independent work.
- The counselor ensures smooth functioning of all routines and maximizes instructional time.

Domain 3: Instruction-3B-Questioning and Discussion Techniques

- The counselor develops and presents questions that cause students to think and reflect; resulting in a deeper understanding of the topic.
- The counselor promotes learning through discussion.
- The counselor uses a range of techniques to ensure that all students contribute to the discussion and enlists the assistance of students to ensure this outcome.

Domain 3: Instruction-3C-Engaging Students in Learning

- The counselor facilitates activities and assignments that promote learning and are aligned with the goals of the lesson.
- The counselor groups students for instruction in a variety of ways using factors such as similar backgrounds, ability levels, as well as random groupings.
- The counselor selects instructional materials suited to engaging students in understanding and learning at a deeper level.
- The counselor delivers lessons that are appropriately structured and paced.

Domain 3: Instruction-3D-Using Assessment in Instruction

- The counselor aligns assessment to the curriculum.
- The counselor informs students of the criteria for assessment.
- The counselor monitors student learning using a variety of techniques.
- The counselor provides valuable feedback in a timely, constructive and substantive manner.
- The counselor promotes student self-assessment and student self-monitoring of their progress.

Professionalism Competency – The counselor contributes to achieving the school's mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities.

- The counselor engages in self-reflection and growth opportunities to support high levels of learning for all students.
- The counselor collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.

Minimum Qualifications: United States citizen or authorized alien; those requirements as outlined in Louisiana Bulletin 746. (Louisiana Standards of State Certification of School Personnel) Physical and mental stamina and ability to perform job functions, tasks and duties.

Terms of Employment: As contract states

Reports to: School Principal and/or Assistant Principal

Supervises: Assigned students

Salary Range: See adopted Richland Parish Salary Schedules

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the teacher competencies and standards and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number : _____

Date: _____

Signature of Evaluator(s) _____

(May 2012)