

JOB DESCRIPTION

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 where students can learn and plan for academic, personal/social and career goals. To administer tests, interpret scores, and maintain other records pertinent to better understanding student achievement and potential.

Component 1: Individual Student Planning

- The school counselor uses school and student-level data to accurately identify needs and creates differentiated plans with students that maximize opportunities available to them.
- The school counselor consistently seeks out additional information and resources to share with stakeholders in order to keep them engaged and informed about all options regarding students’ individual planning.
- The school counselor uses written action plans as guides for students to plan and revisit goals; counselor implements follow-up activities.

Component 2: System Support

- The school counselor collaborates with all stakeholders to create support systems.
- The school counselor collaborates with staff to identify needs and provide targeted on-going professional development.
- The school counselor demonstrates wise discretion in seeking the most relevant professional development opportunities for the needs of the school or his/her unique professional growth plans.
- The school counselor takes an active leadership role (not the chairperson) on departmental curriculum committees, district-level subject councils, community committees or advisory councils and state-level focus groups.
- The school counselor uses and analyzes multiple data sources and collaborates with stakeholders to advocate for systemic change to reduce barriers to student learning.

Component 3: Responsive Services

- The school counselor creates a well-developed and systematic plan for addressing individual and small group counseling such that all students have ready access.
- The school counselor regularly involves relevant stakeholders in the development of counseling plans for individual students.
- The school counselor’s referral process empowers all stakeholders to respond effectively to student needs, and the school counselor takes responsibility for informing and engaging all required personnel.
- The school counselor ensures that all stakeholders are informed annually and actively engaged in the process of initiating any level of responsive services.

Component 4: School Counseling Curriculum

- The school counseling curriculum has been written with local site needs and priorities of all three domains well-represented (academic achievement, career development, and personal/social growth).
- The school counselor assures that all students receive critical elements of school counseling curriculum to support their acquisition of knowledge, attitudes and skills.
- The school counselor analyzes and adjust the curriculum based upon measures of success regularly throughout the year.
- The school counselor uses current materials and equipment and utilizes technology regularly.
- The school counseling curriculum has been developed in conjunction with and/or based upon feedback from administration, counselors, and the advisory council.

Professionalism Competency – The teacher 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.

Additional Competency

- Perform other duties as assigned by immediate supervisor and Superintendent of Schools.
- Must comply with Act 1 of 2012 and all other applicable BESE personnel guidelines.

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: 10 months

Reports to: School Principal and/or Assistant Principal

Supervises: Assigned students

Salary Range: See adopted Richland Parish Salary Schedule

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) _____