

Policy No: 406.01 R2
Adopted: March 9, 2015
Revised:

JOB DESCRIPTION-GUIDANCE COUNSELOR

The school counselor shall be assigned, supervised, and evaluated by the building principal, and the duties shall include, but not be limited to the following:

1. Performing those applicable duties described in the teachers' job description in 406.02 EI.
2. Advising and assisting on class schedules and student assignments therein, and maintaining (with confidentiality where necessary) current records pertinent to each student.
3. Interprets test results and other student data to assist teachers with the educational placement of students by using appropriate educational assessment strategies.
4. Assisting students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data.
5. Coordinating contacts between parents and school personnel and non-school agencies which provide student services.
6. Assisting and advising staff on the attainment of an emotionally healthy school climate and the developmental needs of students.
7. Provide individual and group counseling and oversee peer mediation programs and other mental health initiatives in which the school is participating.
8. Implements developmentally appropriate and prevention-oriented group activities to meet student needs and school goals.
9. Incorporates into their programs the life skills that students need to be successful in the twenty-first century.
10. Assists all students, individually or in groups, with developing academic, career and personal/social skills, goals, and plans.
11. Coordinating and advising on implementation of the student assessment program and maintaining records pertinent to the student and the school.
12. Enhancing an effective communications network, formal and informal, between students, staff, and parents.
13. Developing and implementing orientation programs for new students and students in transition between school buildings, programs, and school administrators.
14. Advising and assisting students and their parents in making post-secondary career decisions.
15. Supervising the preparation and processing of college, scholarship, and employment applications.

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16. Initiating, assembling, maintaining, and interpreting cumulative progress records, activity records, and uniform transcript records for individual students. Sending out and collecting student transcripts as students move into or out of the school district.
17. With the approval of his or her principal, reporting achievement test results and other pertinent information which may serve as an indication as to the level of student performance as it may relate to state or national norms to staff, board of education, and community.
18. Demonstrating an effective and articulate use of the English language in both oral and written communications.
19. Minimum physical requirements for the position.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing		X		
Walking		X		
Sitting			X	
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 30#		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks'			X	

Operate A-V equipment (TV, VCR, various projectors, and recorders), and telephone. Knowledge of computer and software necessary in some areas.

20. Minimum educational preparation requirements.
 - A. Nebraska Master's degree in guidance and counseling, or equivalent.
 - B. Holds a Nebraska teaching certificate with endorsement as school guidance counselor, or equivalent
 - C. Two years previous successful teaching experience.
21. Performing other tasks and duties as assigned.