

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Guidance Counselor
Job Class Code: 1050
Pay Scale: per salary schedule

Reports to: Principal
Work Schedule: per salary table
Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Provides counseling services using his/her competencies and professional knowledge in an effort to assist the student to:
 - o understand and accept himself as an individual, thus leading to development of self-awareness
 - o develop personal decision-making competencies that are important to the decision-making process
 - o to develop the ability to resolve problems
 - o counsels parents to assume responsibility for their decisions and the consequences resulting from them.
 - Assists in procedures concerning realistic placement of students considering his interests, stage of development, and program offerings by:
 - o participating with the school staff in providing accurate and proper grouping procedures for all students;
 - o helping students in making informed choices of subjects that relate to his future goals;
 - o identifying school related and community related activities in keeping with student interests and encouraging student participation in those activities.
 - Assists in providing referral services for students by:
 - o utilizing special services available through the Department of Pupil Personnel and Guidance Services and the Department of Instructional Improvement Services that relate to all special needs of students;
 - o utilizing special services available through the various community agencies;
 - o assuring accuracy and completeness of data that accompanies the request for referral services;
 - o making parents aware of the available referral services and encourage utilization of these services whenever it seems appropriate;
 - o encouraging the development and/or extension of community agencies for meeting special student needs that are not already adequately met.
 - Assists in providing evaluation and research data by:
 - o developing suitable plans and procedures for continuous evaluation of the effectiveness of the work of the counselor;
 - o developing suitable plans and procedures for continuous evaluations of the effectiveness of the total guidance program;
 - o cooperating with local, state, federal, and university-sponsored guidance research studies when appropriately related and properly coordinated.
 - Performs certain other tasks that are supportive and complementary to the total guidance program in the school by:
 - o participating in programs of orientation for students, being especially concerned with articulation;
 - o providing and receiving consultative assistance concerning student growth and development;
 - o participating in curricular planning and revision with special focus on the student-centered point of view;
 - o developing plans for continuing on-the-job professional improvement.
 - Assists in providing student appraisal procedures by:
 - o organizing, developing, collecting, studying, and using pertinent appraisal data as bases for stimulating the intellectual, career, and personality development of each student;
 - o interpreting the implications of appraisal data to teachers and administrators;
 - o helping teachers develop competencies in student appraisal procedures;
 - o working with school administrators to develop conditions conducive to the operation of an effective program of student appraisal procedures.
 - Assists in providing informational procedures by:
 - o organizing, collecting, disseminating, and interpreting pertinent educational and occupational information for use by students, parents, and school staff.
 - o developing suitable plans and procedures for effective group guidance activities;
 - o planning with teachers for the development and use of units of instruction that relate to the goals of guidance;
 - o developing student competencies in using information more effectively to attain their personal goals.
- Maintains regular attendance
-Performs other duties as assigned

MINIMUM QUALIFICATIONS

Education Minimum requirements: Master's degree in school counseling
Certification/Licensure: Valid Kentucky certification for school counselor

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

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