

HILLSBORO CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title: **GUIDANCE COUNSELOR**

File 301

Reports to: Principal

Job Objective: Directs the planning, delivery, assessment, and ongoing improvement of a comprehensive developmental guidance and counseling programs. Schedules students for classes. Facilitates parental involvement.

- Minimum Qualifications:**
- Valid state department of education license/certificate appropriate for the position.
 - Meets all mandated health screening requirements.
 - A record free of criminal violations that would prohibit public school employment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 - Ability to establish working relationships with co-workers and function as part of a cohesive team.
 - Commitment to keep current with skills essential to the objectives of the position.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Collaborates with district staff, students, families, and the community to identify ongoing/emerging guidance and counseling needs of students. Facilitates the effective planning, delivery, and ongoing program improvements that address guidance curriculum, responsive services, individual planning, and system support components.
 - Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
 - Refers district policy questions to administrators.
 - Promotes the balanced provision of program content (e.g., self-confidence development, motivation to achieve, decision-making, goal-setting, planning, problem solving, interpersonal effectiveness, communication skills, cross-cultural effectiveness, responsible behavior, etc.).
 - Communicates expectations, provides guidance, and shows an active interest in student progress. Helps parents/students understand program objectives and performance standards.
 - Provides in-service training to enable teachers to assist in the delivery of the guidance curriculum.
 - Designs guidance curriculum content that addresses; personal, social, educational, and career development skills. Guides students in self-appraisal, decision making, development of personal competencies, and the application of skills needed to manage personal advancement.
 - Maintains career-focused resource materials. Promotes an understanding of the interrelationship of academic courses/advancement and career objectives. Directs students in the investigation of individualized educational, occupational, and personal goals.
 - Encourages self-reliance, problem-solving, critical-thinking, creativity, and performance skills.
 - Helps facilitate community participation in activities that enhance student learning.
 - Maintains a positive learning environment. Facilitates student learning activities that encourage collaboration and positive peer relationships.
 - Manages the school counseling program. Allots time for individual and small group counseling (e.g., personal development, response to change, prevention, remediation, crisis intervention, etc.).
 - Consults with parents as needed (e.g., phone calls, E-mail, written notes, meetings, etc.).
 - Helps staff and families address student concerns (e.g., academic difficulties, excessive absences, behavior mental/physical health, family/peer relations, etc.).
 - Serves as a resource for drug/harassment/violence prevention and related school safety activities.
 - Initiates referrals to community service providers (e.g., mental health, courts/juvenile justice, social services, etc.).
 - Administers testing programs and test security. Serves as test coordinator for state tests.
 - Develops and implements protocols to safeguard student assessment results that are shared with staff and/or referral sources. Ensures that confidential materials are stored appropriately.
 - Interprets standardized test results and other assessment information. Facilitates the efforts of school personnel and families in assisting students with goal setting and planning activities.
 - Assists with the multi-factored evaluation (MFE) process. Helps intervention assistance team (IAT) members prepare plans for students meeting eligibility requirements as requested.
 - Helps ensure that district policies/procedures support non-biased assessment/planning activities.
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- Complies with federal/state policies/procedures for the education of students identified as having a disability. Participates in due process procedures as requested.
 - Advocates for students. Consults with families, staff, and the community to promote an understanding of student development, behavior, interpersonal relationships, and support necessary to enhance student success. Helps staff resolve problems that impede student participation in appropriate learning activities/environments.
 - Facilitates student transition processes (e.g., alternative programs, relocation to another community, promotion/graduation, etc.).
 - Promotes the proper care and use of school property. Ensures that all materials are stored properly. Works with staff/students to address equipment safety/security.

- Maintains the confidentiality of privileged information.
- Upholds the student conduct code. Implements effective pupil management procedures. Provides appropriate student supervision.
- Takes precautions to ensure safety. Watches for conduct/situations that may indicate a problem. Works with supervisors to manage or eliminate risk factors.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings, conferences, and other required school activities.
- Pursues educational opportunities to enhance professional performance.
- Supports workplace initiatives that enhance personal productivity and advance district goals.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Provides prompt notification of delays or absences.
- Performs other specific job-related duties as directed.

Additional Elementary-Level Duties:

- Oversees the implementation of student character education activities.

Additional High School-Level Duties:

- Consults with employers and other appropriate resources to identify entry-level, ongoing, and advanced career/technical qualifications for curriculum/program planning.
- Serves as a liaison to the vocational school. Facilitates enrollment procedures.
- Coordinates admission visits. (e.g., college, university, technical, proprietary schools; military services, etc.). Maintains scholarships/financial aid application procedure information.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Demonstrates professionalism and contributes to a positive work/learning environment.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Exhibits consistency, resourcefulness, and resilience.
- Interprets information accurately and initiates effective responses.
- Maintains accurate records and submits required paperwork on time.
- Maintains an acceptable attendance record and is punctual.
- Manages individual, group, and organizational interactions.
- Uses diplomacy and exercises self-control when dealing with other individuals.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Hillsboro City School District Board of Education.

The Hillsboro City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and unforeseen events.

Revised September 2009

I have received a copy of this job description for my present position.

Signature

Date