

**SURRY COUNTY PUBLIC SCHOOLS
10 MONTH GUIDANCE COUNSELOR
JOB DESCRIPTION**

Job Title: 10 Month Guidance Counselor
Salary Index: 1.00
Reports To: Principal or designated administrator
FLSA Status: Exempt

SUMMARY

To provide opportunities for students to achieve their maximum potentials intellectually, physically, socially and emotionally through individual and group counseling. To provide guidance services to all students through a developmental approach. To consult with parents, teachers, administrators, and outside professionals concerning the needs of any students.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Strives to conduct the guidance services in grades K-4 so a minimum of 60% of the school day is devoted to individual or group counseling with students, or consultation with parents, as required by State Department guidelines.
- Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, maturity and academic success.
- Takes an active role in interpreting the school's objectives to students, parents, and the community at large.
- Works with teachers and other staff members to familiarize them with the general range of services offered by the guidance department.
- Offers recommendations to teachers to promote a continuance of guidance objectives by the classroom teacher throughout the year: i.e., developmental guidance.
- Aids teachers in developing strategies which will improve learning and adjustment for students.
- Provides classroom guidance presentations to all grades as scheduled by the guidance director.
- Consults with staff, parents, outside professionals, etc., about any developmental concern for any child. Refers to outside agencies as necessary.
- Coordinates the overall guidance program within the school setting.
- Assists staff in educational evaluation, screening, etc., as needed.
- Works with standardized test coordinator in assuring that required testing is completed.
- Serves on child study committee.

- Prepares annual inventory of materials and supplies.
- Ensures that cumulative records are maintained in accordance with "Management of Student Records" guidelines. Interpret standardized test results to teachers, parents, etc., as needed.
- Updates professional knowledge in education, especially in elementary guidance, through professional journals, books, organizations and a attendance of workshops and conferences.
- Maintains records of child contacts.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

EDUCATION and/or EXPERIENCE

Master's degree from an accredited college or university with a major in guidance and counseling and course work in psychology, test and measurement, sociology and education.

A certificate as a guidance counselor as set by State Certification Regulation of Teachers with as endorsement in elementary guidance.

PHYSICAL REQUIREMENTS

Involves limited physical tasks including lifting, and may involve operation of equipment such as computers, copiers, overhead projectors, etc.

TERMS OF EMPLOYMENT

Based on 10 month guidance counselor salary scale and years experience.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on **Evaluation of Personnel.**

