

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

Job Title:	12 Month Guidance Counselor
Salary Index:	1.00
Reports To:	Principal or designated administrator
FLSA Status:	Exempt

SUMMARY

To help students overcome problems that impede learning and to assist them in making educational, occupational, and life plans that hold promise for their personal fulfillment as mature and responsible men and women.

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

- Strives to conduct the guidance services in grades 9-12 so a minimum of 60% of the school day is devoted to individual or group counseling with students.
- 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.
- Supervises the preparation and processing of college, scholarship, and employment applications.
- Assists students in grades 9-12 in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in evolving educational and occupational planes in terms of such evaluations.

- Prepares annual inventory of materials and supplies.
- Prepare the yearly Counselor's agenda in behavioral terms.
- Maintains and interpret accurate health records, attendance records, cumulative progress records, activity records, and uniform transcript records for assigned students.

SUPERVISORY RESPONSIBILITIES

This job supervises a guidance secretary.

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 high 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 12 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.**

