

# High School Counselor

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**REPORTS TO:** Principal

**JOB GOAL:** The school counselor works cooperatively with the building principal, county director of special education, or designee, teachers, and student support personnel in planning and implementing the guidance and counseling program.

**QUALIFICATIONS:** Master's Degree for school counselor including the clinical experience within the grade levels 7-12 or 9-12 according to the grade levels in the high school.

**LENGTH OF EMPLOYMENT TERM:** 10 school months (200 days)

**SALARY:** Teacher's pay scale based upon degree and experience.

**RESPONSIBILITIES:**

Professional Ethics:

- Maintains and upgrades his/her professional skills.
- Maintains professional work habits.
- Maintains high professional ethics.

Administrative:

- Orients new students to the school procedures and the school's varied opportunities for learning.
- Checks student records to verify graduation requirements.
- Maintains student individual record folder.
- Disseminates college entrance test information and related materials.
- Writes news releases regarding guidance related activities.
- Devotes no more than 25% of the workday to counselor related administrative duties.

Counseling and Guidance:

- Spends at least 75% of work time in a direct counseling relationship with pupils.
- Provides counseling for students on an individual and group basis in the effort to solve personal problems, and provide developmental, preventive and remedial guidance and counseling programs to meet academic, social, emotional and physical needs.
- Works to prevent students from dropping out of school through individual and group counseling.

- Provides individual and group counseling to help students evaluate career/educational interests and choices.
- Provides crisis intervention for students who have serious, urgent or chronic problems.
- Aids students in course and subject selection.
- Obtains and disseminates occupational information to students.
- Organizes orientation program for new students entering school.
- Assists in scheduling of new students – i.e., subjects needed, credit verification, securing records, etc.
- Organizes occupational files and information.

Consultations:

- Serves as a resource person to teachers in developing guidance units for curricular areas.
- Confers with parents and teachers whenever necessary.
- Interprets test results for students, teachers, parents, and other individuals, upon request.
- Provides information for students and parents about financial aid.
- Assists in the screening and placement of students in appropriate classes, vocational/technical schools, and alternate educational programs.
- Serves on the Child Study Team in the school.
- Contributes to curriculum development.

Coordination:

- Coordinates the administration of the State-County Testing program.
- Coordinates guidance and counseling related activities. (i.e., career and college day programs).
- Coordinates the collection of academic progress reports for parents upon request.
- Coordinates college enrollment process for students.
- Coordinates the follow-up report on students who graduate from school.
- Coordinates activities related to students who terminate school prior to graduation.
- Coordinates referrals of students to pupil services and to community agencies, such as mental health, human services, etc.
- Coordinates referrals to programs, such as alternative schools, school age parent programs, etc.
- Provides in-service training for various guidance related activities.
- Coordinates the student assessment program.

Performs other duties assigned by principal.