



3.3 GUIDANCE/SCHOOL COUNSELOR

Certification

New York State Permanent Certification as a School Counselor (or eligibility through Interstate Agreement).
Certification as a Secondary Teacher.

Qualifications

1. Master's Degree in School Guidance and Counseling (additional graduate hours important).
2. A minimum of three (3) years of Student Personnel/ School Counseling experience.

Reports To

High School/Middle School Principal

Description

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.

Responsibilities

1. Assist students in course and subject selections.
2. Create a supportive atmosphere for all students and be committed to a holistic vision of Student Services.
3. Obtain and disseminate educational and career information to students/classrooms.
4. Assist students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data, and work with students in evolving education and occupation plans in terms of such evaluation.
5. Work with students and student groups to develop programs for the succeeding year.
6. Resolve conflicts to provide students with the most optimum, viable schedule feasible. Conflicts may include classroom and individual behavior management.
7. Register students new to school and orient them to school procedures and the school's varied opportunities for learning.
8. Conduct "new student" orientation for individuals and groups of students/grade levels.
9. Work to prevent students from dropping out of school.
10. Cooperate with families and community social services agencies to assist students.
11. Coordinate efforts with special education teachers in transition planning and annual reviews.
12. Be available during the summer to register and complete student course selections and schedules.
13. Be available to students in order to provide group and/or individual counseling that will lead each student to increased personal growth, self-understanding, and maturity.
14. Work with students on an individual and group basis in the solution of personal problems related to home and family relations, health and emotional adjustment.
15. Plan and supervise guidance field trips to schools, colleges, and industry.



16. Maintain student records and protect their confidentiality.
17. Supervise the preparation and processing of college, scholarship, and employment applications.
18. Provide recommendations to colleges for admissions and scholarships.
19. Provide student information to colleges and potential employers according to provisions of the Board's policy on student records.
20. Confer with parents whenever necessary, including membership on the “instructional support team” to meet with groups of teachers and parents .
21. Assist in the development and teach the Wellness Curriculum, including mental health curriculum within the classroom setting.
22. Work with teachers and other staff members to familiarize them with the general range of services offered by Student Services, and to improve the educational prospects of individual students being counseled.
23. Advise administrators and faculty on matters of student management.
24. Take an active role in interpreting the school's objectives to students, parents, and the community.
25. Interpret the guidance program to the community.
26. Provide information to parents and students regarding tutors and summer school work.
27. Attend team meetings with grade level teachers and departmental staff to discuss student needs and make recommendations to assist in student success. These meetings may occur on a schedule or as needed, and often occur multiple times throughout the week depending on need.