

# CAMPBELL COUNTY SCHOOLS

**Effective: January 21, 1991**

**Updated: March, 1999**

**JD Locator: 7 01**

**TITLE:** Guidance Counselor- Elementary

**QUALIFICATIONS:**

1. Holds a valid Kentucky certificate as an elementary guidance counselor.
2. Holds a Master's or higher degree in guidance counseling.
3. Has demonstrated ability to work and communicate effectively with students, parents, staff and community.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal, or if so directed by the principal, to the assistant principal or Director of Pupil Personnel.

**JOB GOAL:** To make guidance and counseling services available to all students, providing for each student's individual needs depending on his/her abilities and interests.

## **PERFORMANCE RESPONSIBILITIES:**

1. Coordinates the guidance program under the direction of the principal.
2. Takes an active role in interpreting the school's objectives to students, parents, and the community.
3. Promotes and interprets the elementary guidance program to the staff and community.
4. Works with teachers and other staff members to familiarize them with the general range of guidance services offered to improve the educational prospects of individual students.
5. Assists students in their adjustment to school and provides orientation services.
6. Works to discover and develop special abilities of all students ranging from low to high achievers.
7. Works toward early identification and intervention or potential at-risk students.
8. Remains readily available to students so as to provide counseling that will lead each student to increased personal growth, self-understanding, and maturity.

### **Guidance Counselor -Elementary (Continued)**

9. Coordinate the school's state mandated testing program.
10. Counsels with individual students and parents to help modify those personal, social or emotional maladjustments related to their education and social progress.
11. Works with students on an individual basis in the resolution of personal problem related to home and family relations, health and emotional adjustments.
12. Confers with staff members, parents and community agencies about individual student problems and, with administrative approval, makes necessary referrals for services from outside agencies.
13. Works with parents to help them understand their child's aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent information.
14. Works with parents in parent education to increase their constructive participation in resolving the child's problem and their knowledge and uses of appropriate resources available.
15. Works with parents and students to resolve problems of attendance, discipline, and other related areas.
16. Serves as a liaison between home and school when considerable follow-up is necessary.
17. Consults and collaborates with staff in establishing and planning for respective roles in the modification of students' behavior and/or instructional practices to meet student needs.
18. Consults with administration and counselors with student transition from elementary to middle school.
19. Displays visibility throughout the building to students, teachers, and parents and helps to develop a positive school climate.
20. Develops annual school guidance plan with assistance of guidance committee.
21. Works closely with administration in providing needed guidance services.
22. Other duties as assigned by principal.

**Guidance Counselor -Elementary (Continued)**

**TERMS OF EMPLOYMENT:** Work schedule to be established. (See Board approved scheduling) Salary as established by the Board of Education.