

CAMPBELL COUNTY SCHOOLS

Effective: July 1, 1974

Updated: March, 1999

JD Locator: 7.03

TITLE: Guidance Counselor- High School

QUALIFICATIONS:

1. Holds a master's or higher degree in guidance and counseling.
2. Holds a valid Kentucky certificate as a high school guidance counselor.
3. Has demonstrated ability to communicate and work effectively with students, staff, parents, 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 an assistant principal or the 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 interest.

PERFORMANCE RESPONSIBILITIES:

1. Provide counseling and guidance activities for students through individual or group settings as needed.
2. Change class schedules for students to provide most appropriate placement.
3. Implement the enrollment and scheduling process for all new students during the school year.
4. Provide counseling services for students considering early withdrawal from school.
5. Provide and coordinate college and career resources for students and parents.
6. Coordinate scheduling of students with school personnel providing needed professional services.
7. Organize committees to award selected student scholarships and honors.
8. May be principals' designee to the admissions and release committee.

Guidance Counselor -High School (Continued)

9. Assist in maintaining appropriate student files and records.
10. Maintain grade point average and class rank of students using computer technology.
11. Provide student records and documentation required for college admission, scholarship applications and other post secondary programs.
12. Coordinate the school's mandated testing program and the NEDT, PSAT, P-ACT+, ACT, SAT, ASV AB, and AP testing programs.
13. Provide consulting services with school and community resources on behalf of students.
14. Plan and evaluate the school's guidance program annually.
15. Maintain professional competence through in service education activities provided by the district and other self-selected professional growth activities.
16. Complete both district required in service training as well as the state mandated Effective Instructional Leadership Training.
17. Continue successful completion of graduate level courses until standard certification from the Kentucky Department of Education is obtained.
18. Perform other duties consistent with the position assigned as may be requested by the principal or Director of Pupil Personnel.

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