

CAMPBELL COUNTY SCHOOLS

Effective: August 5, 1991

Updated: March, 1999

JD Locator: 7.02

TITLE: Guidance Counselor- Middle School

QUALIFICATIONS:

1. Holds a master's or higher degree in guidance and counseling.
2. Holds a valid Kentucky certificate as a middle school or elementary 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 of 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. Provide counseling and guidance activities for students through individual or group settings as needed.
2. Develop and maintain class schedules for students to provide most appropriate placement.
3. Enroll, schedule, and provide orientation services for new students.
4. Assist students in planning their high school programs.
5. Provide liaison services with school and community resources on behalf of students.
6. Provide administrative assistance to the school principal-
7. May be principals' designee to the admissions and release committee.
8. Coordinate the school's state mandated testing program.

Guidance Counselor - Middle School (Continued)

9. Evaluate the school's guidance program annually
10. Coordinate conference scheduling of parents, students and school personnel.
11. Assist in maintaining appropriate student files and records.
12. Complete both district required in-service training as well as the state mandated Effective Instructional Leadership Training.
13. Continue successful completion of graduate level courses until standard certification from the Kentucky Department of Education is obtained.
14. Perform other duties consistent with the position assigned as may be requested by the supervisor.

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