

**TITLE:** GUIDANCE COUNSELOR

**QUALIFICATIONS:**

1. Certified in accordance with the requirements of the Alabama State Department of Education
2. At least three years of teaching experience preferred

**REPORTS TO:** Principal or his/her designee

**JOB GOAL:** To help students develop skills in the areas of personal/social growth, educational planning and career development which contribute toward their growth as mature, responsible members of society.

**PERFORMANCE RESPONSIBILITIES:**

1. Collaborates with other staff members to develop and implement a guidance plan for the school.
2. Selects a variety of materials to accomplish the objectives of the school's guidance plan.
3. Implements the guidance plan through the use of effective instructional skills.
4. Provides orientation for students and parents to the school and the guidance program.
5. Serves as the school coordinator for all standardized testing.
6. Uses available data to identify abilities, interests and achievement of students.
7. Keeps complete and accurate records
8. Provides individual student counseling.
9. Assists other staff members in working to improve student behaviors.
10. Conducts small-group counseling for students.
11. Collects and interprets appropriate information needed for student referrals.
12. Builds trust with students and maintains confidentiality.
13. Stays abreast with requirements of Special Education, Section 504 and other such opportunities for students.
14. Maintains a positive demeanor when interacting with students, parents and other staff members.
15. Communicates effectively in both oral and written composition.
16. Assumes responsibility for own professional development by participating in required and elective activities.
17. Adheres to local, state and federal policies and guidelines relative to the counseling position.

**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved by Board of Education 11-12-13