

Job Description

Title: Senior High Guidance Counselor

Reports to: Building Principal, Director of Pupil Services

General Summary: Counsels students on personal, social, educational, and vocational issues; consults with teachers, administrators, and parents; and assists in coordinating services for students.

Essential Functions:

1. Counsels students on personal, social and educational problems, referring them to the proper social agency when necessary.
2. Assists in the administration and interpretation of all standardized testing.
3. Maintains all personal and confidential records of the students assigned to him/her.
4. Provides academic and vocational counseling for post high school planning.
5. Confers with parents to help solve home/school problems.
6. Assists students in job placement.
7. Assists in the orientation of new students.
8. Confers with teachers to help them better understand the needs of individual students.
9. Confers with counselors at other levels to maintain continuity in the K-12 guidance program.
10. Consults with professional personnel in the community and conducts research for the purpose of evaluation and improvement of the guidance program.
11. Participates in the summer program of visits to homes of new families in the school district.

Length of Contract: Teachers' contract (additional days as needed)

Salary: Teachers' Salary Schedule

Qualifications:

1. Education Level: Master’s degree in counseling
2. Certification or Licensure: Nebraska Teaching Certificate with the appropriate endorsement
3. Experience desired: Experience as a classroom teacher and/or school counselor is preferred.
4. Other requirements: Possess the skills necessary to perform required responsibilities.

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing	X		
2. Walking	X		
3. Sitting			X
4. Lifting <u>25</u> lb max.	X		
5. Carrying <u>100</u> feet	X		
6. Pushing / Pulling	X		
7. Climbing / Balancing	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____