

Guidance Counselor

Supervisor: Superintendent/Principal

Length of Work Year: 10 ½ months

Length of Work Day: per contract

Summary of Responsibilities:

Responsible for making the annual master schedule, student schedules, testing and grade placement, and for having information available regarding career opportunities, post-graduation academics, scholarships, grants and loans. Duties and responsibilities include:

Primary Responsibilities:

Develop the master schedule in cooperation with administration

Conduct annual advisement sessions with students to advise them regarding grade reports, credits, transcripts, and graduation requirements

Assimilate information from all sources regarding scholarships, grants, loans, and make appropriate recommendations to various authorities and recipients. Assist students with application forms

Responsible to record semester grades on the permanent record file

Post all test results and honors received on the back of each student's transcript

Evaluate all students' transcripts to assure proper placement and status of their four year plan

Notify parents of senior students whose graduation requirements may not be fulfilled or are in jeopardy before the end of the 1st semester and as needed during the 2nd semester.

Visit "feeder" schools to prepare eighth grade students for registration and arrange orientation sessions for these students to visit the high school

Register incoming freshmen students, new students, and pre-register all current 10-12 grade students. Counsel pupils concerning all academic areas of study by developing challenging schedules for all students

Recommend and complete class placements, and schedule changes as needed

Conduct post-graduation surveys to determine the current status of graduates

Maintain dated roster of "drop-outs" and prepare reports as required

Administer standardized test as required by the school, interpret testing results, and report the testing results as required

Prepare and administer the Counseling Budget under the guidance of the Business Manager

Requisition, order, purchase, and allocate; according to established procedures; supplies, equipment, and instructional material as needed

Report regularly to the Administration with the progress and needs of the Counseling Department

Perform other duties and exercise other powers as may be designated by the Principal or Superintendent