

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: GUIDANCE COUNSELOR

File 302

Reports to: Principal

Job Objectives: Helps students resolve problems that impede learning; think of school as a positive experience; identify goals; and make appropriate choices. Helps students acknowledge and manage responsible personal conduct. Encourages parental involvement.

Note: Duties require traveling to various buildings throughout the district as scheduled. Duties may vary based on building assignment.

Minimum Qualifications:

- Valid Ohio school guidance counselor license or certificate.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Consults with staff to identify, plan, implement, and evaluate guidance services.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Encourages community partnerships that enhance district programs and services.
- Assists the principal with the development of the master schedule as directed.
- Assists with the coordination of summer school programs when offered.
- Facilitates the transition process for students entering or leaving the school program.
- Assists with student orientation and follow-up services.
- Provides information services to parents and students (e.g., testing procedures, program options, graduation requirements, etc.). Helps students understand their personal responsibility for setting goals and achieving success.
- Oversees scheduling and record keeping processes. Helps students make suitable choices to meet graduation requirements.
- Conducts guidance activities. Collaborates with teachers on students career planning activities. Helps students revise individual career plans (ICP). Oversees the development of student career passports.
- Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.
- Works with building staff to develop and maintain a positive learning environment and stimulate student interest. Helps parents and students understand academic and behavioral objectives.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Incorporates the effective use of available technology in records management and guidance activities. Upholds computer technology acceptable use policies.

- Helps students take full advantage of the learning environment (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Assists building administrators with the coordination of standardized and alternative testing programs, test result interpretations, and the identification and implementation of interventions for students experiencing learning difficulties.
- Serves as a liaison to the vocational school. Facilitates enrollment procedures.
- Maintains career information materials. Helps students explore post-secondary training opportunities (e.g., college, university, technical, and proprietary schools; military services, etc.). Coordinates admission counselor/recruiter visits. Maintains up-to-date scholarships and financial aid information.
- Maintains accurate records and submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Conducts group sessions as needed to address student concerns (e.g., conflict mediation, divorce, grief, personal behavior, etc.).
- Serves as a resource for drug prevention awareness and intervention activities.
- Helps staff address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Works with community services associated with students' programs (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in intervention assistance team (IAT) and Alternative Learning center (ALC) entrance meetings. Works with team members to reach a consensus on a plan for students requiring assistance.
- Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
- Supervises non-classroom duties when assigned.
- Participates in parent conferences, open houses, and other required school events.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics.
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.

- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the principal: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education and the Master Agreement.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.