

- I. TITLE: Guidance Counselor**
- II. QUALIFICATIONS:**
1. Masters Degree in guidance and counseling.
 2. A valid Nebraska Teaching Certificate with an endorsement as a guidance counselor.
 3. A minimum of three years teaching experience.
 4. Such alternatives to these qualifications as the Board of Education may find appropriate and acceptable.
- III. REPORTS TO:** Building Principals/Superintendent
- IV. JOB GOAL:** The school counselor promotes, coordinates, and develops the counseling program for the school. This program has four components: Guidance Instruction, Individual Student Planning, Responsive Counseling Services, and School Program Support. The counselor's primary audience is in grades 9-12 but the counselor is utilized as needs arise in the K-8 schools.
- V. PERFORMANCE RESPONSIBILITIES:**
1. Strives to develop and provide effective services in the four outlined components of the Guidance Department. A general description of each component follows:
 - A. Guidance Instruction:

This component consists of social competencies that all students should achieve. Guidance instruction can be accomplished in a group setting, either large or small.
 - B. Individual Planning:

This component provides counseling and guidance functions which foster productive decision making about educational and career planning. Counselor, students, parents, and staff share involvement in this process. Specific activities in this component related to the development and revision of a four-year student plan related to educational and career planning. The intent of this component is to assurance that each student's academic program, educational choices, and career decisions best meet that individual's needs.
 - C. Responsive Counseling Services:

This component responds to individual needs concerning personal development and interpersonal relationships. The counselor will help students, individually and in small groups, consult with parents and appropriate staff, and act as a liaison with the school and community agencies. In addition, the counselor will provide crisis intervention services for students and their families.
 - D. School Program Support:

This component includes appropriate administrative, counseling and guidance activities which support the effective implementation of school programs. Examples of school program support include but are not limited to orientation, registration, development of the master schedule, scheduling of students into appropriate classes, team and committee participation, research, coordination of the testing program, maintenance of records, participation in staffing of students with special needs, professional development, in-service training, and public relations.
 2. More specifically, these tasks would be:

A. Individual Counseling:

1. Makes acquaintance with all students through formal and informal contacts.
2. Conducts career or college counseling.
3. Disseminates scholarship information and schedules financial aid meetings for parents and students.
4. Counsels problems of behavior and scholastic non-achievers.
5. Conducts personal counseling with walk-ins having personal problems.
6. Confers with school personnel, parents, community members, resource/referral agencies in solving problems through the counseling process.
7. Schedules each student in grades 9-12 each semester for a conference to discuss career, educational, and/or personal interests.

B. Curriculum:

1. Administrates student class enrollments and provides information on school curricular offerings to students and parents.
2. Works with the administration in reviewing the curriculum and assists in the change or addition to curriculum.
3. Schedules, administers achievement tests for the district in conjunction with the building principals.

C. Scheduling:

1. Individually advise and schedule each student.
2. Be responsible for pre-registration of all students and check schedules at registration.
3. Approves student schedule changes and late registrations.
4. Works with the principal in preparing the master class schedule.
5. Provides orientation for new students, students in transition from one grade to the next or from one school to another, or from high school to post-secondary institutions/agencies.

D. Administrative:

1. Testing: The counselor and administrators shall review and determine the testing program so that the desired results of the measurement of the students is known in these areas -- achievement, vocational, interests, aptitude, high school placement, and competency. The counselor administrates the district testing program and keeps relevant year to year results and interprets results to teaching staff, administration, and the Board of Education.
2. Supervises and directs the following programs and projects --
 - a. Life Skills
 - b. Quiz Bowl
 - c. Testing Program of the District
 - d. Career Planning Day sponsored by the Kearney Chamber of Commerce
3. Communicates the counselor's role to students, parents, staff members, and community.
4. Maintains accurate and complete student records as required by law, district policy and administrative regulations.
5. Arranges for any necessary in-service training, especially in affective education and/or guidance areas.
6. Writes monthly columns for the monthly school newsletter and local newspaper (if needed) publicizing departmental events and highlights.
7. Participates in conferences, workshops, and seminars necessary to guidance services.
8. Assists in implementing all policies and/or rules governing student life and conduct.
9. Works with K-8 Principal in coordinating testing programs, orientation and other special duties as assigned by administration.

10. Serves on staff committees as assigned, attend special education and related staff meetings, and maintain a cooperative working relationship with staff.
11. Investigates and reports suspicious health symptoms or evidence of child abuse to appropriate supervisor.
12. Does annually a follow-up study of former graduates.
13. Schedules a variety of group parent and organizational informational meetings.
14. Aids high school students with unique situations in obtaining homework assignments and materials.
15. Writes the testing result section for the annual school report.

E. Guidance:

1. Provides scholarship and financial aid information to college bound seniors, juniors, and parents through a workshop evening program.
2. Provides a direct contact with employment offices, college representatives, business people, and armed services personnel and arranges school visits.
3. Provides and maintains updated vocational and college literature and materials for student/parent use and reference.
4. It is recommended that the guidance counselor get as much exposure as possible to the student body through classroom, guidance, and career representations.
5. Makes students aware of any advisory changes in their academic standing in classes or in meeting graduation requirements.
6. Arranges and sponsors if necessary student participation in Career Planning Day conferences and meetings.
7. Arranges for post-secondary institutional representatives or Armed Services representatives to meet with interested students.
8. Keep current library of college catalogues, scholarships, and career guidance materials for student references.
9. Presents scholarship awards at graduation ceremonies.

All other district-related duties as assigned by supervisor

ESSENTIAL FUNCTION: Regular and reliable attendance is an essential function of the job.

TERMS OF EMPLOYMENT: 195 day contract, terms of employment will be defined by a combination of board policies and the teacher's negotiated agreement.

EVALUATION: Evaluation will be done by the high school principal according to information on the job description and Board Policy.