

## **JOB DESCRIPTION – GUIDANCE COUNSELOR**

**5005.2**

### **JOB GOALS:**

1. To work in a helping relationship with children to sustain and develop the students intellectually and effectively.
2. To obtain information and understanding of students, school, and community in order to help direct plan and stimulate change when needed.

**QUALIFICATIONS/TRAINING/EXPERIENCE:** MA in counseling; specific course work in guidance, careers, school to work, and conflict resolution desired.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from students, staff, parents, and community members.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS & ABILITIES:** Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school objectives and the needs and abilities of the students. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

**REPORTS TO:** District Administrator/Principal

### **PERFORMANCE RESPONSIBILITIES:**

- \* Provides support services for students in the areas of academic progress, team teaching, registration, course planning, school rules, and other matters.
- \* Assesses and counsels students based on observations, conversations, and test results.
- \* Provides personal counseling for students, families, and groups to help them learn greater self-understanding, acceptance of responsibility, and better decision-making skills.
- \* Provides group counseling for interaction, communication, and support skill development.
- \* Interprets opportunities and available information regarding future career, college, military, and schooling decisions.
- \* Conferences for support groups, test interpretations with parents, new student orientation, or for other areas as needed.
- \* Coordinates behavioral management situations when needed.
- \* Acts as a resource for outside information/agencies.
- \* Consults with other personnel for identification of student needs.
- \* Acts as a liaison between school, home, and community.
- \* Coordinates the 8<sup>th</sup> to 9<sup>th</sup> grade transition.
- \* Assists with standardized testing, student tutoring, and general supervision as needed.
- \* Assists with “student assistance team” for at-risk and special needs children.
- \* Performs such other duties as may be assigned.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions "North Lake School District Model for Professional Growth & Staff Supervision & Evaluation" of the North Lake School District (1996).

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Legal References: Section 121.02 (1)(a)(q) Wisconsin Statutes  
PI 3, 34 Wisconsin Administrative Code  
PI 8.01(2)(a)(q)

Cross Reference: Employee Agreement

Adopted: 9-21-83  
Revised: 1-15-91  
Revised: 4-23-97  
Revised: 1-21-04