

PROFESSIONAL STAFF POSITIONS
(Job Description: Guidance Counselor)

TITLE: Guidance Counselor

QUALIFICATIONS:

1. Meet qualifications for "Teacher".
2. Master's degree from an accredited college or university in guidance and counseling.
3. Colorado Teacher's Certificate endorsed for K-12 guidance counselor.

REPORTS TO: Superintendent of Schools

PERFORMANCE RESPONSIBILITIES:

Has the same duties as a teacher and in addition has major responsibility for:

1. Student records.
2. Group guidance films, assemblies, discussion groups.
3. Individual counseling-voluntary or referred.
4. Testing-standardized tests and special scholarship competitive exams.
5. Health and welfare-nurse referrals and follow-ups.
6. Follow-up of graduates—employment and college figures.
7. Research and information surveys.
8. Coordinates activities involving junior and senior high school students, exchange of records and information.
9. Placement—jobs or college entrance.
10. Correspondence with employers and military regarding former students.
11. Assists classroom teachers upon invitation in individualizing instruction in especially difficult situations.
12. Administers various kinds of testing programs so that as good an understanding as possible of each student may be developed, and helps the other personnel of the school interpret the data so procured.
13. Studies data on student drop-outs and school graduates with a view to participating in formulating recommendations for the improvement of the curriculum, instruction and guidance program.
14. Shall perform such other duties as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Nine month year. Salary and work year established by the Superintendent of schools in accordance with policies of the Board of Education.

EVALUATION:

Performance of this job to be evaluated by the Superintendent of Schools in accordance with policies of the Board of Education.

Adopted: 6/17/80