

**9.8.02****HIGH SCHOOL GUIDANCE COUNSELOR**

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**Reports To:** High School Principal

**Dept/Campus:** High School

**Wage/Hour Status:** Exempt

**Length of Contract:** 197/220

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**PRIMARY PURPOSE:**

Plan, implement, and evaluate a comprehensive program of guidance, including counseling services to school assigned. Use a planning process to define needs and priorities of population served. Provide a proactive, developmental guidance program for all students to maximize personal growth and development.

**QUALIFICATIONS:****Education/Certification:**

Master's degree in guidance and counseling  
Valid Arkansas counselor's certificate

**Special Knowledge/Skills:**

Knowledge of counseling procedures, student appraisal, and career development  
Excellent organizations, communication, and interpersonal skills  
Maintain a calm and patient demeanor with students and others

**Experience:**

Three years teaching experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service strategies to all district patrons.
4. Effectively plan and implement the school guidance and counseling program to meet identified needs.
5. Teach the school developmental guidance curriculum to students.

**JOB DESCRIPTION**  
**High School Guidance Counselor**  
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6. Assist teaching staff in teaching of guidance-related curriculum.
7. Provide guidance to individuals and groups of students to develop education, career, and personal plans.
8. Provide counseling to individuals and small groups.
9. Collaborate with other school and district staff to design testing and appraisal programs for students.
10. Use an effective referral process to help students and others use special programs and services.
11. Compile, maintain, and file all reports, records, and other documents required.
12. Comply with policies established by federal and state law, State Board of Education rule, and the local board policy in the area of guidance and counseling.
13. Present for students a positive role model that supports the mission of the school district.
14. Maintain a positive and effective relationship with supervisors.
15. Comply with all district and local campus routines and regulations.
16. Effectively communicate with colleagues, students, and parents.
17. Assess and respond to needs related to job responsibilities.
18. Develop and coordinate a continuing evaluation of the guidance program and implement changes based on the findings.
19. Develop and maintain effective individual and group relationships with students and parents.
20. Consult with parents, teachers, administrators, and other relevant individuals to enhance their work with students.
21. Develop needed professional skills appropriate to job assignments.
22. Demonstrate behavior that is professional, ethical, and responsible.
23. Articulate the district's mission and goals in the area of counseling to the community and solicit its support in realizing the mission.

- 24. Demonstrate awareness of school-community needs and initiate activities to meet those identified needs.
- 25. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
- 26. Assist with all student testing.
- 27. Be responsible for writing student letters of recommendations as requested.
- 28. Align the guidance program with the Magnet Academies.
- 29. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

Supervise assigned counseling aide(s) and clerical employee(s).

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate (verbally and written); ability to instruct; ability to maintain control under stress; ability to manage others in a non-coercive manner; maintain a clear focus on customer delight

**Physical Demands:**

Ability to lift and carry 50 lbs.; occasional local and state-wide travel

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Date Adopted: August 2, 2007

Last Revised: March 17, 2015

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date